



Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

*DeMotte Branch
DeMotte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

BOARD ACTION

The Jasper County Library Board hereby grants its approval
for a loan in the amount of \$13,311.25 to cover the current bond payment.
This loan to be secured at the State Bank of Rensselaer using a \$15,000
money market certificate as collateral.

Frank D. Wight

James A. Sefer

William L. Downard

Cecilia C. Chace

Lynn C. Daugherty

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Wheatfield, Indiana 46392

TO CANNON CONSTRUCTION COMPANY

The Jasper County Board of Trustees hereby agrees to cover additional cost, not to exceed \$1,000, of plastering work not covered in the bid specifications of September 2, 1981 if that work is necessary to complete project as originally specified.

BOARD

CANNON CONSTRUCTION CO.

William L. Dowd

Frank O'Connor

Colin C. Chene

Frank D. Wight

Lynn M. Laugherty

James A. Lefer

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Wheatfield, Indiana 46392

BOARD ACTION

The Board approves the transfer of \$4,600 from the Library Operating Fund to the Library Improvement Reserve Fund on or before December 31, 1981.

Lyman C. Daugherty

James A. Lefler

Frank Dwyer

Barbara Skelton

William L. Townsend

MINUTESDECEMBER 14, 1981

The regular meeting of the Jasper County Public Library Board was held at 7:30 p.m. at the Rensselaer Headquarters.

Those in attendance were Trustees William Downard, president; Lynn Daugherty, vice-president; Frank Wright, secretary; Jim Lefler, treasurer; Barbara Gribble; and Catherine Rodeffer, director.

MINUTES OF THE NOVEMBER 9, 1981 MEETING:

Jim Lefler moved the minutes be approved as read. Barbara Gribble seconded. Motion carried.

BILLS TO BE ALLOWED:

Bills were presented and reviewed. Barbara Gribble moved for acceptance; Lynn Daugherty seconded. Motion passed.

MONTHLY REPORTS:

The monthly reports were presented and explained by Cathy Rodeffer. A short discussion followed.

ELECTION OF OFFICERS:

The Nominating Committee presented the slate of officers for 1982. They were William Downard, president; Lynn Daugherty, vice-president; James Lefler, secretary, Catherine Rodeffer, treasurer. A motion was made by Frank Wright to accept the new slate of officers. Barbara Gribble seconded. The motion was unanimously passed.

REMODELING:

It was reported the electrical work was near completion. The carpeting is now in the warehouse. The Board authorized C. Rodeffer to make a partial payment to the electrical and carpeting contractor.

Frank Cannon, general contractor for our remodelling project, reported to C. Rodeffer that the plastering subcontractor now feels the job will cost more than his original bid. The Board decided that a meeting with Frank Cannon to discuss this situation be arranged for Friday, December 18, 1981 at 5 p.m.

L.I.R.F.:

The Board approved the transfer of \$4600 from the Library Operating Fund to the Library Improvement Reserve Fund on or before December 31, 1981. F. Wright moved for approval, J. Lefler seconded the motion. Motion passed.

In other action the Board approved a loan for \$13,311.25 to cover the current bond payment. The motion was made by Barbara Gribble and seconded by Jim Lefler.

AGENDA.....JANUARY 11, 1982

1. Introduction of New Board Member
 - 1.1 Miriam Lawyer
 - 1.2 Brief Explanation of Board Role & Procedures
2. Minutes
3. Bills To Be Allowed
4. Monthly Report
5. Notice From Newspapers
6. Rensselaer Business
 - 6.1 Remodeling Status
 - 6.2 Agreement With Cannon on Plastering
7. DeMotte Business
 - 7.1 New Page
 - 7.2 March Meeting
8. Wheatfield Business
 - 8.1 New Page
 - 8.2 April Meeting
9. Board Reorganization

1982 HOLIDAY SCHEDULE:

A new holiday schedule was presented which included a change from previous years. The elimination of Columbus Day as a holiday and Christmas Eve and New Year's Eve added as full holidays rather than half-day holidays. Jim Lefler made a motion to accept the changes and Barbara Gribble seconded. The 1982 Holiday Schedule was approved.

BOARD SELF-EVALUATION:

The Board spent considerable time discussing the Board's role, the need for more professional staff, and what the Board can do toward establishing a governance policy.

The Meeting adjourned at approximately 9:30 p.m.

BILLS TO BE ALLOWED.....JANUARY 11, 1982

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$ 328.60
NIPSCO	(22)	DeMotte	303.67
NIPSCO	(22)	Wheatfield	100.48
Northwestern Telephone	(213)	DeMotte	15.94
United Telephone	(213)	Rensselaer	103.20
United Telephone	(213)	Wheatfield	28.54
		[A] Total	\$ 880.43

BILLS ALLOWED

A.E. Boyce Co.	(722)	Office Equipment	80.65
Baker & Taylor	(73)	Books	293.12
Brodart Inc.	(251)	Services Contractual- Check #3025	1,023.00
	(73)	Books-\$54.78;	
	(251)	Sysdac-\$30.00	84.78
Burke's Audio-Visual Center	(241)	Repairs	33.10
Children's Press	(73)	Books	45.55
Consolidated Insurance	(51)	Insurance Policy	3,301.00
Council On Interracial Books for Children, Inc.	(73)	Books	12.38
Creative Education, Inc.	(73)	Books	50.11
DeMotte Office Supply	(313)	Office Supplies	8.56
Ebsco Subscription Service	(73)	Books	12.00
Gagnon, Rebecca	(211)	Mileage	28.40
Great Western Supply	(313)	Office Supplies	116.45
Heritage Office Supply	(313)	Office Supplies	86.88
Hook Drugs, Inc.	(313)	Office Supplies	3.52
Hoosier Trails, Inc.	(73)	Books	7.40
Indiana Library Trustee	(54)	Dues	115.00
Indiana State Chamber of Commerce	(73)	Books	10.50
Ingram	(73)	Books	55.98
Johnson's Trash Removal	(251)	Services Contractual	7.00
Library Book Selection Service	(73)	Books	154.01
National Geographics Society	(73)	Books	6.95
Quality Books, Inc.	(73)	Books	7.47
Rensselaer Republican	(231)	Classified Ad	3.50
Robinson Directories, Inc.	(73)	Books	283.50
Rodeffer, Catherine A.	(211)	Mileage	10.40
Rodeffer, Catherine A.		Petty Cash-DeMotte	1.58
Rodeffer, Catherine A.		Petty Cash-Rensselaer	18.24
Rodeffer, Catherine A.		Petty Cash-Wheatfield	1.69
Silver Burdett Co.	(73)	Books	38.48
Superintendent of Documents	(73)	Books	27.00
Tom's Supermarket	(321)	Janitorial Supplies	11.69
Whited, Mary Kay	(211)	Mileage	29.60
			\$5,969.49

[A] + [B] TOTAL \$6,849.92

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

Dec. 19 81

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	45	17	2
c. No. of transactions	57	19	2
d. Films			
No. of films	61		
No. of viewers	1,000		
2. REGISTRATION			
a. Borrowers added	13R 13C	44	5
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	67	52	47
b. In person	74	71	47

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS	45			665	12			378	18			352
Fiction												
Non-fiction	53			537	29			267	50			464
CHILDREN'S BOOKS												
Fiction	46			465	39			552	40			561
Non-fiction	43			211	21			179	22			128
PAMPHLETS	53		1	180				36				
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				111				22				189
CHILDREN'S MAGAZINES				17								
SOUND RECORDINGS				78	10			49				168
MCNAUGHTON												
PAPERBACKS				262				302				1305
TOTALS	240		1	2526	111			1785	130			3767



JASPER COUNTY PUBLIC LIBRARY

North Van Ren. Street

Rensselaer, Indiana 47978

Page 1 of

2 pages

Month of December 1981

Operating		Beginning	Spent this	Spent to	Ending
		Appropriation	Month	Date	Appropriation
1	Librarian	14,500.00	1,166.72	11,708.32	2,791.68
2	Assistants	69,800.00	4,925.37	60,047.93	9,752.07
3	Other Compensation	500.00	107.20	790.60	- 290.60
4	Communication & Transportation	5,850.00	754.22	5,716.80	133.20
5	Heat, Light, Water	7,500.00	457.58	5,298.13	2,201.87
6	Printing & Advertising	700.00	10.37	338.80	361.20
7	Repairs	4,500.00	250.00	2,607.11	1,892.89
8	Services Contractual	11,900.00	1,912.81	9,000.11	2,899.89
9	Office Supplies	900.00	174.56	418.40	481.60
10	Lib. & Janitorial Supplies	4,000.00	33.45	3,971.85	28.15
11	Ins. & Bonds -Increase App.	5,011.00	80.00	4,464.00	547.00
12	Dues	250.00	15.00	180.00	70.00
13	OASI-Pub Emp. Retirement	5,300.00	1,076.73	6,075.31	- 775.31
14	Transfer to Lib. Impr. Reserve	4,600.00	4,600.00	4,600.00	.00
15	Equipment	3,200.00	2,305.51	2,405.51	794.49
16	Books	35,000.00	7,294.00	30,783.74	4,216.26
17		173,511.00	25,163.52	148,406.61	25,104.39
18					
19					
20	Beginning Balance of all Funds		93,285.06		
21	Deposits				
22	Fines	272.77			
23	Copy Machine	169.10			
24	Cards	60.50			
25	DeMotte State Bank Bond Money	1696.04			
26	Now Account Interest	363.91			
27	Passbook Savings Interest	457.75			
28	Rens. Gift Fund	20.00			
29	LIRF Appr. Transfer	4,600.00			
30	Total Deposits		7,640.07		
31	Total Money		100,925.13		
32	Less December 1981 Expenses		- 25,163.52		
33	Balance - Assets		75,761.61		
34	Liability - State Bank Loan			13,311.25	
35			62,450.36		
36					
37					
38					
39					
40					

(Cont. on Page 2)

Shows a negative balance
in checking account - it isn't
really because of the tot draw
you deposited in Jan. 82

North Van Ren. Street

Rensselaer, Indiana 47978

Month of December 1981 - cont.

Breakdown of All Funds

Assets Checking Account

Operating Money in Checking Account (-17,842.09)

Rensselaer Gift Money in Checking Account (- 215.09)

Wheatfield Gift Money in Checking Account 450.00

Bond Money in Checking Account 448.93

LIRF Interest Money in Checking Account 699.73

LIRF Money in Checking Account 14,600.00

Total Money in State Bank Checking Account (-1,858.52)

Investments & Bond Money

Certificate of Deposit -Operating Money 10,000.00

Money Market Account - Operating Money 15,000.00

Certificate of Deposit - Bond Money 17,000.00

DeMotte State Bank - Bond Account 1,696.04

Total Money Invested & Bond Account 43,696.04

State Bank Passbook Savings

Operating Money in Savings 24,832.87

Rensselaer Gift Fund in Savings 5,044.82

Wheatfield Gift Fund in Savings 539.58

DeMotte Gift Fund in Savings 165.28

LIRF Money in Savings 2,590.21

LIRF Interest in Savings 751.33

Total Money in Passbook Savings 33,924.09

Total Assets 75,761.61

Liability - State Bank Loan 13,311.25

62,450.36

SLATE OF OFFICER FOR 1982

William Downard, President

Lynn Daugherty, Vice-President

James Lefler, Secretary

Catherine Rodeffer, Treasurer

February 8, 1982

AGENDA.....FEBRUARY 8, 1982

1. January Agenda
2. January Bills
3. January Monthly Report
- System Business
4. Investments
5. Fine Free Week
6. DeMotte Business
 - 6.1 Energy Measures
7. Wheatfield Business
 - 7.1 Hoyes Electric
 - 7.2 Fan
 - 7.3 Electrical Outlets
8. Rensselaer Business
 - 8.1 Future Remodeling
 - 8.2 New Furniture
 - 8.3 Card Catalog

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT
JANUARY 1982

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	38	11	16
c. No. of transactions	57	13	20
d. Films			
No. of films	61		
No. of viewers	1,000		
2. REGISTRATION			
a. Borrowers added	14R 8C	11	4
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	75		62
b. In person	48		54
LOCAL HISTORY - 13 people 3 Microfilms Used			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS	13			636	3			429	2			507
Fiction												
Non-fiction	22			564	3			318	5			517
CHILDREN'S BOOKS												
Fiction	32			299	1			533	4			620
Non-fiction	71			238	1			155	11			289 39
PAMPHLETS	27		1	16				5				
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				135				107				178
CHILDREN'S MAGAZINES				15								
SOUND RECORDINGS	59			50				37	19			172
MCNAUGHTON												
PAPERBACKS	1			421				465				3188
TOTALS	225		1	2374	8			2049	41			5471

BILLS TO BE ALLOWEDFEBRUARY 8, 1982

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$	318.15
NIPSCO	(22)	DeMotte		471.12
NIPSCO	(22)	Wheatfield		214.49
Northwestern Telephone	(213)	DeMotte		20.74
United Telephone	(213)	Rensselaer		105.48
United Telephone	(213)	Wheatfield		32.36
		[A] TOTAL		\$1,162.34

BILLS ALLOWED

A.E. Boyce	(311)	Office Records	\$	46.51
Associated Libraries, Inc.	(73)	Books		211.36
Baker & Taylor	(73)	Books		61.11
Better Books, Inc.	(73)	Books		384.43
Bright Books	(73)	Books		28.35
Brodart Inc.	(251)	-Serv. Contractual-\$851.33		1,012.36
	(722)	-Office Equipment-\$115.61		
	(73)	-Books-\$45.42		
Campbell Printing Co.	(722)	Office Equipment-\$22.50		64.50
	(312)	Office Supplies-\$42.00		
Demco	(73)	Book Supplies		173.21
DeMotte Office Supply	(321)	Office Supplies		1.30
DeYoung Plbg. & Htg.	(241)	Repairs		106.46
East West Learning Center	(73)	Books		156.33
Ebsco Subscription Service	(73)	Magazine Subscriptions		1,143.95
Faulkner Library Service	(73)	Books		313.45
Gagnon, Rebecca	(211)	Mileage		28.00
Gaylord Bros.	(722)	Office Equipment-\$39.95		68.43
	(73)	Book Supplies-\$28.48		
Great Lakes Copy Supply	(251)	Serv. Contractual		102.50
Harvey's	(321)	Office Supplies		2.69
Heritage Office Products	(722)	Office Equipment-\$20.16		41.54
	(321)	Office Supplies-\$31.28		
Herb Quarterly	(73)	Subscription		15.00
Highsmith Co., Inc.	(73)	Book Supplies		24.95
Indiana Dept. of Revenue	(251)	Serv. Contractual-Check		19.49
		#3018		
Indiana Library Association	(54)	Dues		50.00
Ingram	(73)	Books		59.48
Jasper Co. Farm Bureau	(722)	Office Equipment		11.88
Johnson's Trash Removal	(251)	Serv. Contractual -DeMotte		7.00
Kankakee Valley Htg. & Plbg.	(241)	Repairs		30.50
Postmaster General	(212)	Postage		100.00
Quality Books	(73)	Books		68.02
Random House	(73)	Books		3.56
Rodeffer, Catherine A.	(211)	Mileage		20.80
		Petty Cash-DeMotte-Postage		9.33
		Petty Cash-Rensselaer-		6.11
		Postage-\$4.13; Janitorial		
		Supplies-\$1.98		
		Petty Cash-Wheatfield-		11.13
		Postage		

BILLS ALLOWED (Continued).....FEBRUARY 8, 1982

Scribner Book Co., Inc.	(73)	Books	\$1,160.50
Whited, Mary Kay	(211)	Mileage	22.40
Yoder, Ethel	(211)	Mileage	<u>12.40</u>
		[B] TOTAL	\$5,579.03
		[A] & [B] TOTAL	<u><u>\$6,741.37</u></u>



Cont. from page 1

Month of January 1982

Breakdown of All Funds

Checking Account		
Operating Money in Checking Account	20,110.31	
Rensselaer Gift Money in Checking Account	- 215.09	
Wheatfield Gift Money in Checking Account	450.00	
Bond Money in Checking Account	14,169.15	
LIRF Interest in Checking Account	699.73	
LIRF Money in Checking Account	11,100.00	
Total Money in State Bank Checking Account		46,314.10
Investments & Bond Money		
Operating Money in 26 wk. Money Market Certificate	15,000.00	
Operating Money in Certificate of Deposit	10,000.00	
Total Invested Money		25,000.00
State Bank Passbook Savings Account		
Operating Money in Savings Account	24,832.87	
Rensselaer Gift Money in Savings Account	5,044.82	
Wheatfield Gift Money in Savings Account	539.58	
LIRF Money in Savings Account	2,590.21	
DeMotte Gift Money in Savings Account	165.28	
LIRF Interest in Savings Account	751.33	
Total Money in Passbook Savings		33,924.09
Tax Collected from Payroll FICA Taxes	439.08	
Total Taxes Collected		439.08
TOTAL ASSETS TOTAL OF ALL FUNDS		<u>105,677.27</u>

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of January 1982					
Operating	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1 Librarian	15,500.00	1,166.78	1,166.78	14,333.22	1
2 Assistants	70,450.00	5,218.25	5,218.25	65,231.75	2
3 Janitors	3,350.00	168.05	168.05	3,181.95	3
4 Other Compensation	750.00			750.00	4
5 Communication & Transportation	6,900.00	236.24	236.24	6,663.76	5
6 Heat, Light, Water	8,477.00	732.75	732.75	7,744.25	6
7 Printing & Advertising	800.00	3.50	3.50	796.50	7
8 Repairs	5,250.00	33.10	33.10	5,216.90	8
9 Services Contractual	3,300.00	1,296.31	1,296.31	2,003.69	9
10 Office Supplies	1,100.00	215.41	215.41	884.59	10
11 Lib. & Janitorial Supplies	4,400.00	13.04	13.04	4,386.96	11
12 Insurance & Bonds	4,500.00	3,301.00	3,301.00	1,199.00	12
13 Rent & Dues	325.00	115.00	115.00	210.00	13
14 OASI-Pub.Emp.Retirement Fund	6,100.00			6,100.00	14
15 Transfer to Lib. Improv. Fund	7,500.00			7,500.00	15
16 Equipment	6,000.00	80.65	80.65	5,919.35	16
17 Books	40,000.00	1,059.23	1,059.23	38,940.77	17
18	184,702.00	13,639.31	13,639.31	171,062.69	18
19					19
20 Balance of all Funds		75,761.61			20
21 minus State Bank Loan		-13,311.25			21
22 minus DeMotte State Bank		- 1,696.04	(Bond Account - memo only)		22
23 Balance of all Funds		60,754.32			23
24 Deposits - Auditor -fines -interest		61,623.18			24
25 Less Checks written		- 16,700.23			25
26 Ending Balance of All Funds		105,677.27			26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

Sheet #2 attached

March 8, 1982

AGENDAMARCH 8, 1982

1. Minutes
2. Bills To Be Allowed
3. Monthly Report
4. Rensselaer Business
5. Wheatfield Business
6. DeMotte Business
7. System Business
 - 7.1 Health Insurance
8. National Library Week - April 18-24

	RENSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS												
Fiction	4			889	4			416	2			451
Non-fiction	6		1	1079	42			380	1			548
CHILDREN'S BOOKS												
Fiction	11		2	733	3			638	7			657
Non-fiction	6		5	313	3			260	3			308
PAMPHLETS		36		162				63				
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS				5								
ADULT MAGAZINES				189				123				223
CHILDREN'S MAGAZINES				49								
SOUND RECORDINGS	1			121				60				179
MCNAUGHTON												
PAPERBACKS				524	1			458				3362
TOTALS	28	36	8	4064	53			2398	13			5728

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

February 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	22	18	0
c. No. of transactions	27	23	0
d. Films			
No. of films			
No. of viewers	619		
2. REGISTRATION			
a. Borrowers added	27R 24C	20	10
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	55		
b. In person	69		
10 Used Genealogy Room			
7 Microfilms			

MINUTESFEBRUARY 8, 1982

The regular meeting of the Jasper County Public Library Board was held at 7:30 p.m. at the Rensselaer Headquarters.

Board members in attendance were: Dr. Wm. Downard, Mrs. Lynn Daugherty, Mrs. Colleen Challis, Mrs. Miriam Lawyer, Mr. Jim Lefler, and Director, Mrs. Cathy Rodeffer, and also Mr. Frank Wright.

After considering a merit salary increase for Cathy Rodeffer, library director, a motion was made by J. Lefler and seconded by C. Challis to raise Mrs. Rodeffer's salary from \$15,500 to \$17,500 effective immediately. The motion passed.

Board member, F. Wright, asked for an outline of anticipated revenues by source, time of receipt, and estimated amount for the coming year to facilitate budget planning and fiscal management.

The new board member, Mrs. Miriam Lawyer, was introduced. Board functions and activities were discussed in a general fashion.

A motion was made by J. Lefler and seconded by L. Daugherty to have the board meetings every second Monday of each month at 7:00 p.m. The motion passed.

MINUTES OF THE DECEMBER 14, 1981 MEETING

The minutes were read and accepted. The motion was made by L. Daugherty, and seconded by C. Challis. Motion passed.

BILLS TO BE ALLOWED

A motion to accept the Bills To Be Allowed for December, 1981 and January, 1982 was made by J. Lefler and seconded by L. Daugherty. Motion carried.

MONTHLY REPORTS

Monthly reports were review and discussed. Wheatfield's high circulation figures were noted.

The December, 1981 and January, 1982 Financial Reports were discussed. The total year's (1981) expenditures, \$148,406.61, was noted as being under the total annual appropriation.

SYSTEM BUSINESS

The \$10,000 Certificate of Deposit at the State Bank of Rensselaer is about to mature. Mrs. Rodeffer recommended reinvesting. A motion to this effect was made by Colleen Challis and seconded by Frank Wright. The motion passed.

A motion was made by Jim Lefler and seconded by Miriam Lawyer to authorize the Board President and Treasurer to sign loan documents on behalf of the whole board. Motion passed.

MINUTES (continued).....FEBRUARY 8, 1982

RENSSELAER BUSINESS

Cathy Rodeffer recommended a fine-free period for the Rensselaer branch library due to the remodeling. This was approved for February 13, 1982 through March 1, 1982.

The remodeling project is close to completion. The carpeting is to be installed the weekend of February 13, 1982. The anticipated date of completion is February 20, 1982. Formal approval will be made by the Director and the Remodeling Committee.

The next physical improvements will be made in the downstairs Children's Room and the Bathroom. New furniture will be needed for the reading area on the main floor.

The commissioning of a watercolor painting of the library, to be funded by the gift fund, was discussed. Mrs. Judy Kanne will be approached about this. This intent in a motion was made by C. Challis and seconded by L. Daugherty. Motion passed.

DEMOTTE BUSINESS

It was reported that Betty Thone has been hired as a page.

The regular April meeting will be conducted at the DeMotte branch.

An energy efficiency audit will be made for the DeMotte branch.

WHEATFIELD BUSINESS

The regular May meeting will be held at the Wheatfield branch.

Hoyes Electric will be doing some minor electrical work.

The meeting of the board adjourned at approximately 9:00 p.m.

BILLS TO BE ALLOWED.....MARCH 8, 1982

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$ 486.00
NIPSCO	(22)	DeMotte	389.06
NIPSCO	(22)	Wheatfield	144.06
Northwestern Telephone	(213)	DeMotte	17.89
United Telephone	(213)	Rensselaer	104.94
United Telephone	(213)	Wheatfield	32.16
TOTAL [A]			\$1,174.11

BILLS TO BE ALLOWED

Baker & Taylor	(73)	Books	3.42
Baker & Taylor	(73)	Books	480.92
Beckley-Cardy Co.	(321)	Supplies	22.44
Bierma Hardware	(322)	Janitorial Supplies	15.50
Bro-Dart	(722)	Office Equipment-\$100.60	295.48
	(73)	Books-\$194.88	
Burke's Audio Visual Center	(321)	Office Supplies	47.95
Campbell Printing	(722)	Office Equipment	14.35
Cannon Construction	(241)	Repairs to Building	250.00
Daugherty, Martha	(321)	Office Supplies-Ck.#3152	3.94
DeHaven, Carole	(211)	Mileage	8.00
Demco	(321)	Office Supplies	36.03
DeMotte Hardware	(322)	Janitorial Supplies	15.26
Ebsco Subscription Service	(73)	Books	17.72
Gale Research	(73)	Books	48.85
Gaylord Bros.	(722)	Office Equipment	40.03
Great Lakes Copy Supply	(321)	Office Supplies	251.77
Harvey's	(321)	Office Supplies	9.90
Heritage Office Equipment	(721)	Office Chair-\$95.13	156.85
	(321)	Office Supplies-\$61.72	
Highsmith Co., Inc.	(722)	Office Equipment-\$342.27	392.85
	(73)	Book Supplies-\$50.58	
Hoover House	(721)	Vacuum Cleaner	299.00
Hoyes Electric	(241)	Repairs	392.00
Indiana Library Association	(214)	Professional Mtg.-Ck.#3206	13.00
Indiana Library Association	(214)	Professional Mtg.-Ck.#3204	20.00
Ingram Book Co.	(73)	Books	41.01
Johnson's Trash Removal	(251)	Serv. Contractual-Demotte	7.00
Lake Area United Way	(73)	Books	10.00
Library Book Service	(73)	Books	79.97
Lifetime Galleries, Inc.	(73)	Oil Paintings	1,283.80
Mehay, Norma	(211)	Mileage	8.00
Olympia Book Co.	(73)	Books	457.13
Quill Corp.	(321)	Office Supplies-\$66.72	117.30
	(722)	Office Equipment-\$50.58	
Rainbow Books	(73)	Books	210.31
Rensselaer Readmore	(73)	Newspaper Subscriptions	70.50
Ribordy Drugs	(321)	Supplies	41.30
Rodeffer, Catherine A.	(211)	Mileage	20.80
Rodeffer, Catherine A.	Petty	Cash-DeMotte-Postage	14.83
Rodeffer, Catherine A.	Petty	Cash-Rens.-Postage-\$6.85	11.34
		-Jan. Sup.-\$4.49	
Rodeffer, Catherine A.	Petty	Cash-Wheat.-Postage	13.02

BILLS TO BE ALLOWED (con't).....MARCH 8, 1982

Silver Burdett Co.	(73)	Books	28.41
Superior Books	(73)	Books	249.46
Tom's Super Market	(322)	Janitorial Supplies	18.76
Whited, Mary Kay	(211)	Mileage	<u>22.40</u>
		TOTAL [B]	\$5,540.60
		TOTAL [A] & [B]	<u>\$6,714.71</u>



North Van Rensselaer Street

Rensselaer, Indiana 47978

1 2 3 4					
Month of February 1982					
Operating		Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation
1	Librarian	15,500.00	1,458.32	2,625.10	12,874.90
2	Assistants	70,450.00	5,495.36	10,713.61	59,736.39
3	Janitors	3,350.00	205.19	373.24	2,976.76
4	Other Compensation	750.00			750.00
5	Communication & Transportation	6,900.00	366.77	603.01	6,296.99
6	Heat, Light, Water	8,477.00	1,003.49	1,736.24	6,740.76
7	Printing & Advertising	800.00		3.50	796.50
8	Repairs	5,250.00	136.96	170.06	5,079.94
9	Services Contractual	3,300.00	980.32	2,276.63	1,023.37
10	Office Supplies	1,100.00	93.75	309.16	790.84
11	Lib. & Janitorial Supplies	4,400.00	26.05	39.09	4,360.91
12	Insurance & Bonds	4,500.00		3,301.00	1,199.00
13	Rent and Dues	325.00	50.00	165.00	160.00
14	OASI-Pub. Emp. Retirement Fund	6,100.00	918.70	918.70	5,181.30
15	Transfer to Lib. Improv. Fund	7,500.00			7,500.00
16	Equipment	6,000.00	210.10	290.75	5,709.25
17	Books	40,000.00	3,877.60	4,936.83	35,063.17
18		184,702.00	14,822.88	28,461.92	156,240.08
19					
20					
21					
22	Balance of all Funds		105,677.27		
23	Plus - Deposits -		1,131.64		
24	Less Checks written		- 22,396.75		
25	Balance of all Funds ending 2-28-1982		84,412.16		
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Cont. from Page 1

Rensselaer, Indiana 47978

Month of February 1982
Breakdown of all Funds

Checking Account

Operating Money in Checking Account	16,419.07	
Rensselaer Gift Money in Checking Account	- 215.09	
Wheatfield Gift Money in Checking Account	450.00	
Bond Money in Checking Account	14,169.15	
LIRF Interest in Checking Account	699.73	
LIRF Money in Checking Account	3,965.21	
Total Money in State Bank of Rensselaer Checking Account		35,488.07

Investments and Bond Money

Operating Money in 26 week Money Market Certificate	15,000.00	
Total Invested Money		15,000.00

Passbook Savings Account

Operating Money in Savings Account	24,832.87	
Rensselaer Gift Money in Savings Account	5,044.82	
Wheatfield Gift Money in Savings Account	539.58	
LIRF Money in Savings Account	2,590.21	
DeMotte Gift Money in Savings Account	165.28	
LIRF Interest in Savings Account	751.33	
Total Money in State Bank of Rensselaer Passbook Savings		33,924.09

TOTAL OF ALL FUNDS 84,412.16

April 12, 1982

AGENDAAPRIL 12, 1982

1. Minutes
2. Bills To Be Allowed
3. Monthly Report
4. Goals & Objectives of the Library
5. Rensselaer Business
 - 5.1 Remodeling
 - 5.2 Copy Machine
6. DeMotte Business
7. Wheatfield Business
 - 7.1 Repairs Completed
 - 7.2 Resignation of Simone Jones

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

March 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	39	15	3
c. No. of transactions	54	20	3
d. Films			
No. of films	36		
No. of viewers	844		
2. REGISTRATION			
a. Borrowers added	29R 22C	13	28
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	61		62
b. In person	107		58
31 People Used Genealogy Room			
15 Microfilm			
4 Mail Research Questions			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS												
Fiction	94		499	814	23			524	29			540
Non-fiction	61		7	1284	31			376	15			722
CHILDREN'S BOOKS												
Fiction	53			929	3			659				461
Non-fiction	36			496	3			301				1089 39
PAMPHLETS	23			213	73			36				14
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				219				137				312
CHILDREN'S MAGAZINES				39								
SOUND RECORDINGS				65C 48A				55				203
MCNAUGHTON												
PAPERBACKS	4C 58			627	2			528	1			3012
TOTALS	306		506	4734	135			2616	45			6339 6041

MINUTES.....March 8, 1982

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Rensselaer Headquarters.

Those present were trustees Jim Lefler, secretary, Frank Wright, Colleen Challis, Barbara Gribble, and Catherine Rodeffer, director.

Minutes of the February Meeting

The minutes of the February 8, 1982 meeting were read, and F. Wright noted a correction of those minutes. His name had been omitted from those present at the February 8th meeting. B. Gribble moved to accept the minutes as corrected and F. Wright seconded. The motion passed.

Bills To Be Allowed

Bills to be allowed were presented. B. Gribble moved to accept and F. Wright seconded. Motion carried.

Monthly Reports

After the presentation of the monthly financial report, there was a discussion of current and future investments in regards to cash flow. F. Wright suggested that more investments be made. B. Gribble moved that C. Rodeffer and Martha Daugherty, accountant, establish monetary needs from now until the June Tax Draw and invest the remainder of the cash on hand in a Money Market Certificate. Colleen Challis seconded. Motion carried.

Rensselaer Business

Bids from Cannon Construction were presented. The hallway on lower level included plastering and painting walls and ceiling; strip, stain, and seal woodwork; carpet to match stairs; removal of old carpet; and metal strip for doors. Total bid was \$2,015.83.

Radiator covers included seven radiators on the main floor and entry to be covered with white pine lattice work. Total bid \$1,290.98.

Bathroom on lower level included suspended ceiling; ceiling light; paneling; mirror; trim; blank out transom; partition off water heater; linoleum floor covering; sanding and removal of paint; remove and reset stool and water heater. Total bid was \$1,297.62.

The Board discussed all bids and directed Ms. Rodeffer to check further on radiator covers and to delay the bathroom remodeling until next year. F. Wright moved to accept bid on hallway remodeling. B. Gribble seconded. The motion passed.

System Business

C. Rodeffer presented a health insurance plan from Metropolitan Insurance. Requirement of the plan is for the library to pay the premium on a \$6,000 Life Insurance policy on each covered employee. B. Gribble moved that if the employees paid the Health Insurance premium, the library would cover the Life Insurance premium. C. Challis seconded. Motion carried.

The purchase of the new paintings to be offered for loan to the public was discussed.

Meeting adjourned at 8:30 p.m.

Cathy -

the Boards copy of
Bills To Be Allowed
has not been adjusted.

I found later an invoice
for Baker & Taylor (\$1.17)
had already been paid.
I adjusted our copies
accordingly. Martha has
the correct figure too.
Gail

BILLS TO BE ALLOWED.....April 13, 1982

OPERATING FUND

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$ 360.29
NIPSCO	(22)	DeMotte	283.86
NIPSCO	(22)	Wheatfield	113.52
Northwestern Telephone	(213)	DeMotte	41.73
United Telephone	(213)	Rensselaer	159.81
United Telephone	(213)	Wheatfield [credit]	
		TOTAL [A]	\$ 959.21

BILLS TO BE ALLOWED

A.E. Boyce Co.	(313)	Office Supplies-Forms	48.50
American Library Assoc.	(321)	Library Supplies	34.65
Associated Libraries, Inc.	(73)	Books	51.69
Baker & Taylor	(73)	Books	686.27
Betty J. Peterson	(73)	Books	35.00
Brodart, Inc.	(251)	Sysdac	120.93
Campbell Printing Co.	(312)	Office Supplies	7.00
Cannon Construction	(241)	Bldg. Repairs-Rens.	2,384.51
Children's Press	(73)	Books	504.11
Congressional Quarterly, Inc.	(73)	Subscription	216.00
Consolidated Insurance Agency	(51)	Insurance	335.00
Demco	(73)	Book Supplies-\$47.38;	65.90
	(321)	Office Supplies-\$18.52	
DeMotte Hardware	(322)	Janitorial Supplies	37.04
Doubleday & Co., Inc.	(73)	Books	158.70
Ebsco Subscription Serv.	(73)	Subscriptions	840.49
Edmonds, Jim	(241)	Bldg. Repairs-Wheat.	183.82
Great Lakes Copy Supply	(251)	Serv. Contractual	147.65
Harvey's	(322)	Janitorial Supplies	2.38
Heritage Office Products, Inc.	(721)	Office Chair-\$100.76;	161.92
	(321)	Office Supplies-\$61.16	
Ingram Book Co.	(73)	Books	322.25
Johnson's Trash Removal	(251)	Trash Pick-Up-Demotte	7.00
Long's Electronics	(722)	Projector	887.92
Lucas Pharmacy	(321)	Office Supplies	7.50
National Geographics	(73)	Book	6.95
National Library Service	(73)	Books	139.23
Postmaster General	(212)	Postage-Ck. #3270	50.00
Postmaster General	(212)	Postage Stamps	100.00
Postmaster General	(52)	Post Office Box-DeMotte	11.00
Prentice-Hall, Inc.	(73)	Books	252.60
R&A Leasing	(251)	Serv. Contractual-\$158.49;	587.99
	(722)	Savin 750 Purchase-\$429.50	
Ribordy Drugs	(321)	Office Supplies	47.56
Ricker, Lois	(211)	Mileage	14.40
Rodeffer, Catherine A.	(211)	Mileage	65.00
Rodeffer, Catherine A.		Petty Cash-DeMotte	13.83
Rodeffer, Catherine A.		Petty Cash-Rensselaer	24.65
Rodeffer, Catherine A.		Petty Cash-Wheatfield	11.18
Schultz Family Store	(321)	Office Supplies	9.36

Cathy,

You might want to mention to the Board that the Rensselaer Gift Money, Wheatfield Gift Money, DeMotte Gift Money are in the Passbook Savings Account for one year now and any interest received has always been applied to the operating money which is also in passbook savings.

Financial Sheet reads:

BEFORE

Operating Money in Savings Account	24,832.87
Rensselaer Gift Money in Savings	5,044.82
Wheatfield Gift Money in Savings	539.58
DeMotte Gift Money in Savings	165.28
LIRF Money in Savings Account	2,590.21
LIRF Interest in Savings Account	751.33
	<u>33,924.09</u>

The interest when received is always added to operating or LIRF

It could read -- by me making a book entry - board approved
for next month

AFTER

Operating Money in Savings Account 24,832.87 minus 264.85 minus 28.33 and minus 8.68 leaving a balance of	24,531.04
Rensselaer Gift Money in Savings 5,044.82 plus 264.85 leaving balance of	5,309.67
Wheatfield Gift Money in Savings 539.58 plus 28.33 leaving a balance of	567.91
DeMotte Gift Money in Savings 165.28 plus 8.68 leaving a balance of	173.96
LIRF Money in Savings Account	2,590.21
LIRF Interest in Savings Account	<u>751.33</u>
	33,924.09

You still come out with the same figures, it would just show that the interest is properly applied to all of the accounts which are in Savings

BILLS TO BE ALLOWED (continued) April 13, 1982

Silver Burdett Co.	(73)	Books	\$ 10.07
Simon & Schuster	(73)	Books	21.36
State Bank of Rensselaer	(52)	Safe Deposit Box Rental	9.50
Superior Books	(73)	Books	66.07
The Warehouse	(322)	Janitorial Supplies	4.48
Tom's Supermarket	(322)	Janitorial Supplies	9.73
Whited, Mary Kay	(211)	Mileage	16.00
Williams, Jack	(251)	Serv. Contractual	<u>10.00</u>
TOTAL [B]			\$8,729.19
TOTAL [A] and [B]			<u><u>\$9,686.40</u></u>



Cont. from Page 1

Rensselaer, Indiana 47978

Month of March 1982

Breakdown of All Funds

Checking Account

Operating Balance in Checking Account (-7,449.55)

Rensselaer Gift Money in Checking Account (- 205.09)

Wheatfield Gift Money in Checking Account 450.00

Bond Money in Checking Account 14,169.15

LIRF Interst in Checking Account 699.73

LIRF Money in Checking Account 3,965.21

Total Money in State Bank of Rensselaer Checking Account 11,629.45

Investments and Bond Money

Operating Money in 26 Week Money Market Cert. 15,000.00

Operating Money in Cert. of Deposit 10,000.00

Total Invested Money 25,000.00

Passbook Savings Account

Operating Money in Savings Account 24,832.87

Rensselaer Gift Money in Savings Account 5,044.82

Wheatfield Gift Money in Savings Account 539.58

LIRF Money in Savings Account 2,590.21

DeMotte Gift Money in Savings Account 165.28

LIRF Interest in Savings Account 751.33

Total Money in State Bank of Rensselaer Passbook Savings 33,924.09

TOTAL OF ALL FUNDS

70,553.54

North Van Rensselaer Street

Rensselaer, Indiana 47978

		1	2	3	4	
		Month of March 1982				
	Operating	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	15,500.00	1,458.32	4,083.42	11,416.58	1
2	Assistants	70,450.00	5,501.91	16,215.52	54,234.48	2
3	Janitors	3,350.00	80.40	453.64	2,896.36	3
4	Other Compensation	750.00			750.00	4
5	Communication & Transportation	6,900.00	277.40	880.41	6,019.59	5
6	Heat, Light, Water	8,477.00	1,019.12	2,755.36	5,721.64	6
7	Printing & Advertising	800.00		3.50	796.50	7
8	Repairs	5,250.00	642.00	812.06	4,437.94	8
9	Services Contractual	3,300.00	7.00	2,283.63	1,016.37	9
10	Office Supplies	1,100.00	15.26	324.42	775.58	10
11	Lib. & Janitorial Supplies	4,400.00	545.04	584.13	3,815.87	11
12	Insurance & Bonds	4,500.00		3,301.00	1,199.00	12
13	Rent and Dues	325.00		165.00	160.00	13
14	OASI-Pub.Emp.Retirement Fund	6,100.00	527.75	1,446.45	4,653.55	14
15	Transfer to Lib. Improv. Fund	7,500.00			7,500.00	15
16	Equipment	6,000.00	941.96	1,232.71	4,767.29	16
17	Books	40,000.00	3,262.99	8,199.82	31,800.18	17
18		184,702.00	14,279.15	42,741.07	141,960.93	18
19						19
20						20
21						21
22	Balance of All Funds		84,412.16			22
23	Plus Deposits		420.53			23
24	Less Checks Written		14,279.15			24
25	Balance of all Funds Ending 3-31-1982		70,553.54			25
26						26
27						27
28						28
29						29
30						30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

May 10, 1982

AGENDAMAY 10, 1982

1. Minutes of April 13, 1982 Meeting
2. Bills To Be Allowed
3. Monthly Report
 - 3.1 Annual Report
4. Report on Budget Clinic
5. DeMotte Business
 - 5.1 Piano
6. Wheatfield Business
7. Rensselaer Business
8. Goals of the Library

MINUTES APRIL 13, 1982

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the DeMotte Library.

Board members present were Lynn Daugherty, Jim Lefler, Barbara Gribble, Miriam Lawyer, Bill Downard, and Catherine Rodeffer, director.

Minutes of the March 8 meeting were read. After a brief discussion, Jim Lefler moved that the minutes be accepted. Lynn Daugherty seconded the motion. Motion carried.

Bills to be Allowed were presented. Discussion took place on the photocopying machine at the Rensselaer Branch. R&A Leasing has leased it to the library at the cost of \$158.49 per month for 36 months. To own the machine, one more payment is due and \$429.50 for the purchase, which is a total payment of \$587.99, according to R&A Leasing. There is a question about the terms of the contract and Mrs. Rodeffer will discuss the matter with attorney William Moriarty. In the meantime, given our investment, it appears it would be best to acquire the machine in any case. A motion to that effect was made by L. Daugherty and seconded by M. Lawyer. Motion carried.

Monthly Reports were presented. The financial report was discussed and resulted in a resolution by J. Lefler and seconded by L. Daugherty. The motion reads "interest from the total money on deposit in the LIRF and Gift Accounts in the passbook savings will accrue interest in their own accounts". Motion carried.

The circulation reports were accepted.

Goals and Objectives

A lengthy discussion ensued on the goals and objectives for the library system. This is part of the decision to spend some time discussing our direction, etc.

A number of suggestions and ideas emerged. To wit:

Ways to serve the handicapped (perhaps a delivery program?).

A newsletter about library services, types of books, magazines, etc.

How can we contact non-users as well as users?

What can a computer data base do for us?

Possible programs for acquainting the public with how to use the card catalog, etc.

Certain types of information on zoning ordinances and local government might be put in the collection and the public made aware.

How can we get people to know what's in the library and then use it?

The result was that it was agreed we would devote 15 minutes to the same topic at our next meeting and each of us would prepare four to five ideas on how we can gain greater access to the public as part of our goals and objectives.

Minutes (continued).....April 13, 1982

Rensselaer Business

The remodeling was discussed and the Board expressed overall approval of the work.

DeMotte Business

Carol DeHaven has resigned as assistant librarian, but Mary Kay Whited, the librarian, has appointed a capable replacement, Terry Goffe.

The Friends of the Library sought and received Board endorsement for a spaghetti dinner to be held in conjunction with the August Art Fair. The dinner will be served in the library basement from 4:30 to 7:30 p.m.

Another request was made by another party for use of the library as a distribution center for food to needy families faced with emergency situations. The Board encouraged the group to seek assistance from church groups.

Wheatfield Business

The light switch has finally been repaired.

Simone Sue Jones has resigned and Lois Ricker has appointed Norma Mehay to fill the position.

Board member Miriam Lawyer brought up the matter of alternate facilities for the library. The Church of Christ is planning to build a new building and would consider donating their present edifice (which is within a few blocks of the current structure) to the Jasper County Public Library system. President Downard was authorized to compose and send a letter to the KV School Board requesting how they would respond to such a move since the school system owns the property which the library is situated on. The Library Board would, of course, prefer to gain title to the property, but needs clarification first.

A subcommittee of Chairman, Jim Lefler, Miriam Lawyer, and Cathy Rodeffer will in the meantime make further inquiries about the costs of moving, etc. The Board is, in any case, interested in expanding the library facilities in Wheatfield.

New Business

Plans for National Library Week (April 18-24) were finalized.

Mrs. Rodeffer has acquired a set of paintings to be loaned out on the card system to our patrons. After brief discussion of the pros and cons of charging a deposit, Jim Lefler moved and Lynn Daugherty seconded a motion that "no deposit be required and the loan period will be two (2) months for the six month period". Motion carried.

Mrs. Rodeffer mentioned that she would like to discuss the details of her contract, especially the vacation arrangement. William Downard will meet with her prior to Board consideration.

The meeting adjourned approximately at 9:00 p.m.

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS	23		1	984	10			308	15			426
Fiction												
Non-fiction	104		2	929	10			443	8			600
CHILDREN'S BOOKS												
Fiction	13		8	920	70			638	5			817
Non-fiction	17		11	404	30			226	17			280
PAMPHLETS	61			38				110				8
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				214				150				238
CHILDREN'S MAGAZINES				67								
SOUND RECORDINGS			3	109A 67C				56				165
MCNAUGHTON												
PAPERBACKS	8			446				371				2368
TOTALS	157		25	4178	120			2302	45			4902

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

April 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	65	19	0
c. No. of transactions	97*	29	0
d. Films			
No. of films	38		
No. of viewers	1110		
2. REGISTRATION			
a. Borrowers added	43R 30C	50	14
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	62		38
b. In person	76		40
*Many of the unfilled requests were genealogy questions!			

BILLS TO BE ALLOWED.....MAY 10, 1982

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$ 281.96
NIPSCO	(22)	DeMotte	280.44
NIPSCO	(22)	Wheatfield	87.46
Northwestern Telephone	(213)	DeMotte	28.28
United Telephone	(213)	Rensselaer	112.45
United Telephone	(213)	Wheatfield	24.32
TOTAL [A]			\$ 814.91

BILLS ALLOWED

A.E.Boyce	(311)	Office Forms	13.80
Arco Publishing Co.	(73)	Books	40.06
Baker & Taylor	(73)	Books	565.77
Becker, Margaret	(211)	Mileage - Ck. #3372	27.20
Brands Flowers	(321)	Library Supplies-Open House	41.50
BroDart, Inc.	(321)	Sysdac-\$35.48	128.70
	(73)	Books-\$92.92	
Burke's Audio Visual Center	(722)	A.V. Reels	51.00
Children's Press	(73)	Books	44.99
Congressional Quarterly, Inc.	(73)	Subscriptions	294.00
Demco	(73)	Book Supplies	42.71
DeMotte Office Supply	(321)	Office Supplies-\$11.97	101.92
	(722)	Calculator-\$89.95	
Eveready Catering Service	(321)	Library Supplies-Open House	50.00
Fendig's	(321)	Office Supplies	1.78
Finnell, Merlin	(73)	Books	24.75
Harvey's	(321)	Library Supplies	11.94
Heritage Office Products	(321)	Office Supplies	25.18
H.W. Wilson Co.	(73)	Books	200.00
Indiana Library Assoc.	(211)	Prof. Meeting Registration- Check #3390	90.00
Johnson's Trash Removal	(251)	Serv. Contractual	7.00
Jung, Kenneth	(251)	Serv. Contractual-Furniture Moving	3.35
Long's Gift Shop	(321)	Library Supplies-Open House	18.54
Main Line Book Co.	(73)	Books	1,065.34
Maintenance Engineering	(322)	Janitorial - Fluorescent Lights	261.62
Midwest Marketing Co.	(73)	L.P. Recordings	105.07
NIALSA	(73)	Book Supplies	60.20
Pathfinder Books	(73)	Books	206.23
Postmaster General	(212)	Postage	100.00
Prentice-Hall, Inc.	(73)	Books	16.39
Ribordy Drugs	(322)	Janitorial Supplies-\$14.46	21.23
	(321)	Library Supplies-\$6.77	
Ricker, Lois	(322)	Janitorial Supplies	3.04
Rodeffer, Catherine A.	(211)	Mileage	39.60
Rodeffer, Catherine A.	Petty	Cash-R.-Postage	7.12
Rodeffer, Catherine A.	Petty	Cash-D.-Post.-\$11.40; Lib.-\$2.77	14.17
Rodeffer, Catherine A.	Petty	Cash-W.-Postage	11.10
Rodgers Electric	(722)	Security Alarm-Gen Milroy Cabinet	750.00
School & Library Publ. Co.	(73)	Books	169.80
Schultz Family Store	(321)	Library Supplies	22.28
Simon & Schuster	(73)	Books	11.55
Tom's Supermarket	(322)	Janitorial Supplies	33.86

Bills To Be Allowed (continued)May 10, 1982

Two Joe's	(321) Library Supplies	18.00
Vigeant, Marie	(251) Serv. Contractual-Furniture Moving	3.35
Whited, Mary Kay	(211) Mileage	10.00
Wright-Gerst Furniture Inc.	Gift Fund - Sectional	<u>699.95</u>
TOTAL [B]		\$5,414.09
TOTAL [A] + [B]		<u><u>\$6,229.00</u></u>

North Van Ren. St.

Rensselaer, Indiana 47978

33% of year

		1	2	3	4
		MONTH OF APRIL 1982			
		Beginning	Spent this	Spent to	Ending
Operating		Appropriation	Month	Date	Appropriation
1	Librarian	15,500.00	1,458.32	36% 5,541.74	9,958.26
2	Assistants	70,450.00	5,664.99	31% 21,880.51	48,569.49
3	Janitors	3,350.00	261.30	21% 714.94	2,635.06
4	Other Compensation	750.00			750.00
5	Communication & Transportation	6,900.00	523.80	28% 1,404.21	5,495.79
6	Heat, Light, Water	8,477.00	757.67	41% 3,513.03	4,963.97
7	Printing & Advertising	800.00		3.50	796.50
8	Repairs	5,250.00	2,568.33	64% 3,380.39	1,869.61
9	Services Contractual	3,300.00	444.07	82% 2,727.70	572.30
10	Office Supplies	1,100.00	199.60	47% 524.02	575.98
11	Lib. & Janitorial Supplies	4,400.00	88.28	15% 672.41	3,727.59
12	Insurance & Bonds	4,500.00	335.00	85% 3,636.00	864.00
13	Rent and Dues	325.00	20.50	185.50	139.50
14	OASI-Pub.Emp.Retirement Fund	6,100.00	995.96	48% 2,442.41	3,657.59
15	Transfer to Lib. Impr.Fund	7,500.00			7,500.00
16	Equipment	6,000.00	1,418.18	44% 2,650.89	3,349.11
17	Books	40,000.00	3,358.17	28% 11,557.99	28,442.01
18		184,702.00	18,094.17	32% 60,835.24	123,866.76
19					
20					
21	Balance of All Funds Ending 3-31-1982			70,553.54	
22	Plus Deposits			485.32	
23	Minus Checks Written			18,094.17	
24	Balance of All Funds ending 4-30-1982			52,944.69	
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					



JASPER COUNTY PUBLIC LIBRARY

Cont. from Page 1
Rensselaer, Indiana 47978

MONTH OF APRIL 1982

Breakdown of all Funds

Checking Account

Operating Balance in Checking Account

-11408.40
(-5058.40)

Rensselaer Gift Money in Checking Account

(-205.09)

Wheatfield Gift Money in Checking Account

450.00

Bond Money in Checking Account

14,169.15

LIRF Interest in Checking Account

699.73

LIRF Money in Checking Account

3,965.21

Total Money in State Bank of Rensselaer Checking Account

14,020.60

13,570.60

Investments and Bond Money

Operating Money in 26 Week Money Market Cert.

15,000.00

Operating Money in Cert. of Deposit

10,000.00

Total Invested Money

25,000.00

Passbook Savings Account

Operating Money in Savings Account

4,832.87

Rensselaer Gift Money in Savings Account

5,044.82

Wheatfield Gift Money in Savings Account

539.58

LIRF Money in Savings Account

2,590.21

DeMotte Gift Money in Savings Account

165.28

LIRF Interest in Savings Account

751.33

Total Money in State Bank of Rensselaer Passbook Savings

13,924.09

486.17

Total of All Funds

52,944.69

June 14, 1982

AGENDA.....June 14, 1982

1. Minutes
2. Bills To Be Allowed
3. Monthly Report
4. Film -
 - 4.1 Trustee Orientation
 - 4.2 Discussion
5. Budget Committee Report
6. Wheatfield Business
7. DeMotte Business
8. Rensselaer Business
 - 8.1 Wiring
 - 8.2 New Hours
9. Executive Session
 - 9.1 Vacation Time

MINUTES OF THE MAY 10, 1982 MEETING.....

The regular monthly meeting of the Jasper County Library Board was held at 7:00 p.m. at the Wheatfield Library.

Board members present were Lynn Daugherty, Mary Linda Casey, Miriam Lawyer, Frank Wright, and Catherine Rodeffer, director.

Minutes were read and corrected. M. Lawyer moved to approve the corrected minutes. F. Wright seconded. Motion carried.

Bills to be allowed were presented. F. Wright moved to accept the bills. M. Lawyer seconded. The motion passed.

The Financial Report was presented. A discussion ensued as to cash flow and investment of total monies on deposit. F. Wright moved that \$65,000 be invested in a six-month Certificate of Deposit. L. Daugherty seconded. The motion carried.

Report on the Annual Report was given by C. Rodeffer. During 1981, 121,456 books, 1,458 pamphlets, 6,166 periodicals and 3,752 records were circulated for a total of 132,832 times. Wheatfield circulated 56,103 items or 42% of the total; Rensselaer circulated 46,594 times or 35%; and DeMotte circulated 30,135 items or 23%. Wheatfield averaged 223 items/day, Rensselaer 153 items/day, and DeMotte 99 times/day. For 1982 from January to April, a total of 46,857 times have been circulated representing a jump of 11% over 1981 for the same time period.

L. Daugherty gave a brief report on the status of the tax appeal. At a recent meeting, she and C. Rodeffer were informed that the tax appeal would only increase our rate for one year. She told the board that measures are proceeding to clarify the law and hopefully give us a permanent increase.

L. Daugherty, F. Wright and M.L. Casey volunteered to serve on the 1983 budget committee.

DeMotte Business

C. Rodeffer reported that Margie Becker had offered to purchase the piano located in the DeMotte Library's basement. After a brief discussion, the board members directed Mrs. Rodeffer to have the piano appraised before selling.

Wheatfield Business

C. Rodeffer reported that Bill Downard sent a letter to Paul Scamhorn concerning the purchase of the lot on which the Wheatfield Library is located. There was a misunderstanding on Dr. Downard's part about the Church of Christ which has been offered to the library if the library assumes the cost of moving. Mrs. Rodeffer called Mr. Scamhorn to clarify the matter. Mrs. Lawyer requested the board members and interested parties to go to the Church of Christ to analyze its possibilities. After looking at the building, there was a discussion of the upcoming school board meeting. Mrs. Lawyer volunteered to attend the meeting if our request was on their agenda.

Lois Ricker reported that the Wheatfield Jaycees donated money to repair the entrance threshold on the Wheatfield building. Repairs were completed that afternoon, May 10th. Mrs. Rodeffer was directed to send a thank you letter to the organization.

Rensselaer Business

Summer hours were presented for discussion. C. Rodeffer suggested two nights (Monday and Wednesday) for the library to be open. Tuesday, Thursday, and Friday hours would be 9:00-5:00 and Saturday 9:00-3:00. There was a brief discussion of changing the winters' hours year round. Further discussion was delayed for further study. Summer hours are to begin June 1, 1982.

Goals of the Library

L. Daugherty presented goals that she had considered.

1. To find out within the next year the make-up and needs of our library district.
2. For each board member to attend at least one continuing education program.
3. To establish priorities of service.
4. To provide adequate professional staff to give the kind of library service our community needs within bounds of present financial resources.
5. To explore additional sources of funding and set a dollar amount to be reached from alternate funding.

A discussion followed concerning informing the public about libraries, and other possible activities for the library to consider. The consensus of opinion was to continue discussion at the next meeting.

F. Wright moved to adjourn. Meeting adjourned at 9:00 p.m.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

 MAY 19 82

INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	44*	51	0
c. No. of transactions	57	60	0
d. Films	*Unfilled requests were for genealogy materials.		
No. of films	29		
No. of viewers	783		
REGISTRATION			
a. Borrowers added	50R 28C	41	5
b. Total registered			
REFERENCE QUESTIONS			
a. Telephone	146		
b. In person	242		
TOTALS			
Local History 24 visitors 21 Microfilms 10 Ref. letters			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS												
Fiction	17			705	24			187	10			437
Non-fiction	51			684	53			445	12			561
CHILDREN'S BOOKS												
Fiction	7			247	7			229	1			669
Non-fiction	34			511	11			617	1			265
AMPHLETS	53			130				16				15
APS, PICTURES, PHOTOS, PRINTS				3								
MICROFILM												
SLIDESTRIPS				7								
ADULT MAGAZINES				235				86				272
CHILDREN'S MAGAZINES				12								
ROUND RECORDINGS	8			79				44	11			160
CONTRACTS												
TAPE RECORDINGS	1			728				389				3626
TOTALS	171			3341	95			2013	35			6005

BILLS TO BE ALLOWED.....June 14, 1982

Utilities

City of Rensselaer	(22)	Rensselaer	\$ 183.82
NIPSCO	(22)	DeMotte	175.38
NIPSCO	(22)	Wheatfield	49.40
Northwestern Telephone Co.	(213)	DeMotte	25.81
United Telephone Co.	(213)	Rensselaer	109.73
United Telephone Co.	(213)	Wheatfield	28.34
		TOTAL [A]	\$ 572.48

Claims Allowed

A.E. Boyce	(311)	Checks & Check Receipts	122.50
American Assoc. for State & Local History	(73)	Books	35.00
Associated Libraries	(73)	Books	17.42
Baker & Taylor	(73)	Books	588.77
Becker, Margaret	(211)	Mileage	8.80
Bierma Hardware	(322)	Janitorial Needs	10.14
Bro-Dart, Inc.	(321)	Library Sup.-\$168.59;	259.62
	(73)	Books-\$91.03	
Campbell Printing	(722)	Rubber Stamp	10.25
Cannon Construction	(211)	Mileage-\$8.00;	88.00
	(251)	Serv. Contractual-\$80.00	
Children's Press	(73)	Books	3.33
Consolidated Insurance	(51)	Insurance-Boiler Policy-Ck. #3464	213.00
Demco	(321)	Library Supplies	45.78
DeMotte Hardware	(322)	Janitorial Needs	32.03
DeMotte I.G.A.	(321)	Library Supplies-Open House	15.37
DeMotte Office Supply	(321)	Library Supplies	2.64
Ebsco Subscription Service	(73)	Subscriptions	10.53
Gagnon, Rebecca	(211)	Mileage	10.40
Garritty, Patricia	(251)	Yard Maintenance-Ck. #3842	15.00
Genealogical Indexing Assoc.	(73)	Books (Microfiche)	100.00
Great Lakes Copy Supply	(321)	Toner-\$96.40;	488.40
	(251)	Serv. Contractual-Serv. Agreement-\$392.00	
Grolier Educational Corp.	(73)	Books	605.00
Harvey's	(322)	Janitorial Needs-\$2.38	4.17
	(321)	Library Supply-\$1.79	
Heritage Office Products	(321)	Office Supplies-\$47.70	79.29
	(722)	Stamp Rack-\$31.59	
Ingram Book Co.	(73)	Books	16.34
Johnson's Trash Removal	(251)	DeMotte Trash Collection	7.00
Lucas Pharmacy	(321)	Office Supply-Projection Bulb	25.00
National Archives Trust Fund	(73)	Books	15.00
Post Tribune	(73)	Subscription-Wheat. & DeMotte	176.80
Quill Corp.	(321)	Office Supplies-\$34.94	40.88
	(722)	File Folder Racks-\$5.94	
Rand McNally & Co.	(73)	Books	139.00
Rensselaer Police Dept.	(251)	Alarm System-May & June	20.00
Rensselaer Republican	(73)	Subscription-Wheatfield	31.00
Ricker, Lois	(211)	Mileage-\$8.80;	26.88
	(321)	Library Supplies-Open House-\$15.48;	
	(322)	Janitorial Supplies-\$2.60	

Bills to be Allowed (continued).....June 14, 1982

Rodeffer, Catherine A.	(214)	Prof. Meeting-\$2.00;	65.10
	(211)	Mileage-\$61.60;	
	(311)	Office Forms-\$1.50	
Rodeffer, Catherine A.	Petty	Cash-DeMotte-Postage	10.73
Rodeffer, Catherine A.	Petty	Cash-Wheatfield-Postage	6.81
Rodeffer, Catherine A.	Petty	Cash-Rensselaer-Postage	7.02
Silver Burdett Co.	(73)	Books	20.14
Superintendent of Documents	(73)	Books	15.25
Tom's SuperMarket	(322)	Janitorial Needs	17.88
Top Quality Chemicals	(322)	Janitorial Needs	173.60
Two Joe's	(321)	Library Supplies	18.00
Walter's Auto Electric	(241)	Lawnmower Repair	15.58
Whited, Mary Kay	(251)	Yard Maintenance-D.	20.00
Worden, Frank	(251)	Yard Maintenance-R.	10.00
Yoder, Ethel	(211)	Mileage	8.00
		TOTAL [B]	\$3,651.45
		TOTAL [A] & [B]	<u>\$4,223.93</u>

JASPER COUNTY PUBLIC LIBRARY

North Van Rensselaer Street

Rensselaer, Indiana 47978

MONTH OF MAY 1982

		Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	15,500.00	1,458.32	7,000.06	8,499.94	1
2	Assistants	70,450.00	5,557.29	27,437.80	43,012.20	2
3	Janitors	3,350.00	275.55	990.49	2,359.51	3
4	Other Compensation	750.00			750.00	4
5	Communication & Transportation	6,900.00	344.27	1,748.48	5,151.52	5
6	Heat, Light, Water	8,477.00	649.86	4,162.89	4,314.11	6
7	Printing & Advertising	800.00		3.50	796.50	7
8	Repairs	5,250.00		3,380.39	1,869.61	8
9	Services Contractual	3,300.00	13.70	2,741.40	558.60	9
10	Office Supplies	1,100.00	13.80	537.82	562.18	10
11	Lib. & Janitorial Supplies	4,400.00	559.49	1,231.90	3,168.10	11
12	Insurance & Bonds	4,500.00	213.00	3,849.00	651.00	12
13	Rent and Dues	325.00		185.50	139.50	13
14	OASI-Pub. Emp. Retirement Fund	6,100.00	488.53	2,930.94	3,169.06	14
15	Transfer to Lib. Impr. Fund	7,500.00			7,500.00	15
16	Equipment	6,000.00	890.95	3,541.84	2,458.16	16
17	Books	40,000.00	2,939.78	14,497.77	25,502.23	17
18		184,702.00	13,404.54	74,239.78	110,462.22	18
19						19
20						20
21	Balance of All Funds Ending 5-30-82			52,944.69		21
22	Plus Deposits			+	48,918.45	22
23	Minus Checks Written			-	29,104.49	23
24	Balance of All Funds Ending				72,758.65	24
25						25
26						26
27						27
28						28
29						29
30						30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40



JASPER COUNTY PUBLIC LIBRARY

Cont. from Page 1

Rensselaer, Indiana 47978

Month of MAY 1982

Breakdown of all Funds

Checking Account

Operating Balance in Checking Account	15,387.51
Rensselaer Gift Money in Checking Account	68.00
Wheatfield Gift Money in Checking Account	450.00
Bond Money in Checking Account	14,169.15
LIRF Interest in Checking Account	699.73
LIRF Money in Checking Account	3,965.21

Total Money in State Bank Checking Account		34,739.60
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Investments and Bond Money

Operating Money in 26 Week Money Market Cert.	15,000.00
Operating Money in Money Market Cert.	10,000.00

Total Invested Money		25,000.00
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Passbook Savings Account

Operating Money in Savings Account	4,264.69
Rensselaer Gift Money in Savings Account	4,455.08
Wheatfield Gift Money in Savings Account	573.30
LIRF Money in Savings Account	2,752.09
DeMotte Gift Money in Savings Account	175.61
LIRF Interest in Savings Account	798.28

Total Money in State Bank of Rensselaer Passbook Savings		13,019.05
--	--	-----------

Total of All Funds

72,758.65

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

*DeMotte Branch
DeMotte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

June 14, 1982

The Jasper County Board of Trustees hereby resolves to transfer \$7500 from the LIRF 1982 Appropriation to the Library Improvement Reserve Fund. The total money in LIRF will then be invested in a Certificate of Deposit.

Frank Dwyer

Miriam Sawyer

W. L. Downard

Nancy Linda Carey

1981 JASPER COUNTY PUBLIC LIBRARY STATISTICS

Total Registered Borrowers	6,817
Population Served	24,090

Total Volumes	
Rensselaer	31,747
DeMotte & Wheatfield	<u>17,234</u>
Total Holdings	48,981

Circulation:

Adult Books	82,475	
Juvenile Books	38,981	
Pamphlets	1,458	
Periodicals	6,166	
Sound Recordings	<u>3,752</u>	
(All Agencies) Total Circ.	132,832	Items

	<u>No. of Items</u>	<u>% of Total</u>	<u>Average Daily Circulation</u>
Wheatfield	56,103	42%	223/day
Rensselaer	46,594	35%	153/day
DeMotte	<u>30,135</u>	<u>23%</u>	<u>99/day</u>
Totals	132,832 items	100%	475/day

1981 INCOME & EXPENDITURE DATA

Ending Balance 1980	subtotal A	\$ 20,488
---------------------	------------	-----------

1981 Expenses

SALARIES	\$ 71,756
JANITOR	790
COMMUNICATIONS & TRANSPORTATION	5,716
HEAT, LIGHT, POWER, WATER	5,298
PRINTING AND ADVERTISING	339
REPAIRS	2,607
SERVICES, OTHER CONTRACTUAL	9,000
OFFICE SUPPLIES	418
OTHER SUPPLIES	3,972
INSURANCE AND BOND PREMIUMS	4,464
RENTS	180
OASI	6,075
TRANSFER TO LIRF	4,600
EQUIPMENT	2,406
BOOKS	30,784
BOND AND INTEREST RED. FUND	16,598
GIFT FUND	449

subtotal B	- \$165,452
------------	-------------

1981 INCOME

PROPERTY TAX INCOME FROM LIBRARY TAX RATE	\$ 92,655
STATE DISTRIBUTION	3,143
INTANGIBLES TAX	1,486
LICENSE EXCISE TAX	13,251
LOCAL OPTION TAX (REPLACEMENT CREDIT)	4,554
LOCAL OPTION TAX (CERTIFIED SHARES)	56,104
FINES AND FEES	2,045
INTEREST ON INVESTMENTS	2,761
GIFT RECEIPTS	684
COPY MACHINE, OTHER VENDOR RECEIPTS	3,164
TEMPORARY LOANS	13,311
BOND AND INTEREST RED. FUND	19,808
INTEREST ON INVESTMENTS (LIRF)	1,451
OTHER RECEIPTS, SPECIAL FUNDS (LIRF)	4,600

subtotal C	\$ 219,017
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$$A + C - B = \$74,053$$

Recommendations for new hours at Rensselaer.

Objectives:

1. More convenient hours for patrons.
2. Open later at night.
3. Open later on Saturday
4. Uniform opening time
5. Fewer different closing times.
6. No half hours.
7. No summer hours.

Current Hours:

Monday-Thursday	9:00-7:30
Friday	9:00-5:00
Saturday	9:00-3:00

56 Hours

Proposed Hours:

Monday-Thursday	10:00-8:00
Friday & Saturday	10:00-5:00

54 Hours

July 12, 1982

AGENDA.....JULY 12, 1982

1. Minutes.
2. Monthly Reports.
3. Bills to be Allowed.

SYSTEM BUSINESS

4. Five-Year Plan.
5. Budget.
6. Rensselaer Business.
 - 6.1 Janitor
 - 6.2 Electrical Problem
7. DeMotte Business.
 - 7.1 Complaint on the Book, Blow Out.
8. Wheatfield Business.
 - 8.1 Miriam Lawyer - Sign Certificate of Appointment.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JUNE 1982

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	38	21	0
c. No. of transactions	52	34	0
d. Films			
No. of films	51		
No. of viewers	1370		
2. REGISTRATION			
a. Borrowers added	36R 28C	28	16
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	67		58
b. In person	38		58
Local History - 31 Visitors 17 Micorfilms Used 7 Reference Letters Oral History - 1 Transcript Completed			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated 180.1 items/day	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS	36			846	30			1,510	4			75
Fiction												
Non-fiction	50			655	27			420	4			46
CHILDREN'S BOOKS												
Fiction	78			1,657	5			480	1			1,21
Non-fiction	26			339	1			247	1			25
PAMPHLETS	34		3	57				3				1
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS				3								
ADULT MAGAZINES				175				170				21
CHILDREN'S MAGAZINES				21								
SOUND RECORDINGS				132				37	1			20
MCNAUGHTON												
PAPERBACKS	3			801				487				3,80
TOTALS	224		3	4,686	63			3,354	11			6,91

MINUTESJUNE 14, 1982

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Rensselaer Headquarters.

Board members present were Bill Downard, Miriam Lawyer, Mary Linda Casey, Frank Wright and Cathy Rodeffer, director.

Minutes were read. Miriam Lawyer moved to approve the minutes. Frank Wright seconded. The motion passed.

Bills to be allowed were presented. Mary Linda Casey moved to approve them. M. Lawyer seconded. The motion passed.

Financial report was presented. M. L. Casey moved to approve the report. F. Wright seconded, and the motion passed.

President Downard appointed Lynn Daugherty and C. Rodeffer to a Goals & Objectives Committee. L. Daugherty to serve as chairperson.

A resolution was presented to transfer the \$7500 LIRF appropriation to the LIRF Fund and then invest the fund in a Certificate of Deposit. All members present signed the resolution.

The Budget Committee Report was given by M.L. Casey. She reported that C.Rodeffer suggested two major changes in the budget. The first was a branch supervisor, and the second was a full-time maintenance person. Both suggestions are contingent upon funding. A full report on the budget was deferred to the July meeting.

A film called Multiple Choice was shown. The film's purpose is to orient board members to the responsibilities of library trustees.

Wheatfield Business involved a discussion of possible sites for a new library structure including a vacant bank building, a vacant gas station, and possible land donation. President Downard directed the sub-committee to continue to pursue all possibilities. Also, the committee is to begin work on financing the project.

DeMotte Business. C. Rodeffer presented a report by Frank Cannon concerning energy measures needed at DeMotte. After a brief discussion, President Downard directed Ms. Rodeffer to solicit several bids for insulating the attic. M.L. Casey suggested that NIPSCO be contacted to give further suggestions and prices. M. Lawyer reported that the piano will be appraised as soon as possible.

Rensselaer Business. C. Rodeffer reported that when the library was rewired that a single-phase service was installed but a triple-phase service was needed to run the air conditioner. She has contacted Mr. Hoyes and Mr. Cannon. President Downard suggested that a time limit be given to Mr. Hoyes to correct the error. If the time limit is not met, Ms. Rodeffer should consider stronger measures. A discussion and vote on new hours for Rensselaer was tabled until policies are reviewed.

Meeting adjourned at 9:00 p.m.

BILLS TO BE ALLOWED.....JULY 12, 1982

Utilities

City of Rensselaer	(22) Rensselaer	\$ 132.74
NIPSCO	(22) DeMotte	122.40
NIPSCO	(22) Wheatfield	
Northwestern Ind. Telephone	(213) DeMotte	25.65
United Telephone Co.	(213) Rensselaer	114.16
United Telephone Co.	(213) Wheatfield	28.34
	TOTAL [A]	\$ 423.29

Claims Allowed

A.E. Boyce Co.	(311) Office Forms	\$ 11.25
Apple Tree Press	(73) Books	29.85
Baker & Taylor	(73) Books	1,474.65
Bro-Dart, Inc.	(73) Books-\$180.70;	338.65
	(722) Magazine Files-\$157.95	
Cannon Construction	(241) Building Repairs-DeMotte	180.50
Central Research System	(73) Books-(Ck.#3592)	24.45
Daugherty, Martha	(214) Mileage-\$20.60; Professional meeting-\$5.84	26.44
DeMotte Office Supply	(313) Office Supply	17.78
DeYoung's Plbg & Heating	(242) Repairs to Equipment	117.10
Eye Gate Media, Inc.	(73) A.V.	161.70
Gagnon, Rebecca	(722) Office Chair	25.00
Gale Research Co.	(73) Books	231.75
Garritty, Patricia	(251) Yard Maintenance -(Ck.#3563)	35.00
Great Lakes Copy Supply	(321) Toner Packs	102.50
Great Western Supply	(313) Office Supplies	114.60
GreenPages Rehab Sourcebook	(73) Books	27.00
Grolier Educational Corp.	(73) Books	130.00
Heritage Office Products	(313) Office Supplies	58.39
Highsmith Co., Inc.	(321) Library Supplies	19.73
Ingram Book Co.	(73) Books	449.33
Johnson's Trash Removal	(251) DeMotte Trash Pick-up	7.00
Kadow, Jim	(251) Yard Maintenance -(Ck.#3483)	15.00
Marco Polo Foundation, Inc.	(73) Book	9.97
National Geographic Society	(73) Book	6.95
Polor Refrigeration	(242) Repairs to Equipment	78.25
Postmaster General	(212) Postage-(Ck.#3564)	50.00
Postmaster General	(212) Postage	100.00
Prentice-Hall, Inc.	(73) Books	13.06
Rensselaer Police Dept.	(251) Security Alarm Service	10.00
Ricker, Lois	(214) Mileage-\$10.40;	20.11
	(52) Post Office Box Rental-\$5.00;	
	(313) Office Supplies-\$4.71	
Rodeffer, Catherine A.	(214) Mileage	41.60
Rodeffer, Catherine A.	Petty Cash-D-Postage (Ck.#3607)	15.00
Rodeffer, Catherine A.	Petty Cash-R-Postage-\$20.97; Janitor Supplies-\$3.40 (Ck.#3608)	24.37
Rodeffer, Catherine A.	Petty Cash-W-Postage (Ck.#3609)	14.27
Saint Joseph's College	(251) Services Contractual	119.26
Sears, Roebuck & Co.	(722) Office Furn.-(Ck.#3506)	44.05
Sunland Books	(73) Books	375.55
Thorndike Press	(73) Books	106.55
Tom's SuperMarket	(322) Janitorial Supplies	11.04
	TOTAL [B]	\$4,637.70
	TOTAL [A] & [B]	\$5,060.99

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch
DeMotte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

July 12, 1982

The Jasper County Public Library Board of Trustees
hereby resolves to invest \$15,200 of the Bond & Interest
Redemption Fund in a six-month money market certificate.

Meriam Sawyer

Barbara Grubbe

W. L. Dowd

James A. Sefton

JASPER COUNTY PUBLIC LIBRARY
North Van Rensselaer Street
Rensselaer, Indiana 47978

Page 1 of 2 sheets

MONTH OF JUNE 1982

Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation
----------------------------	---------------------	------------------	-------------------------

Librarian	15,500.00	1,458.32	8,458.38	7,041.62
Assistants	70,450.00	5,667.87	33,105.67	37,344.33
Janitors	3,350.00	252.10	1,242.59	2,107.41
Other Compensation	750.00	.0	.0	750.00
Communication & Transportation	6,900.00	346.04	2,094.52	4,805.48
Heat, Light, Water	8,477.00	408.60	4,571.49	3,905.51
Printing & Advertising	800.00	.0	3.50	796.50
Repairs	5,250.00	15.58	3,395.97	1,854.03
Services Contractual	3,300.00	594.00	3,335.40	- 35.40
Office Supplies	1,100.00	124.00	661.82	438.18
Lib. & Janitorial Supplies	4,400.00	710.32	1,942.22	2,457.78
Insurance & Bonds	4,500.00	.0	3,849.00	651.00
Rent and Dues	325.00	.0	185.50	139.50
OASI-Pub.Emp.Retirement Fund	6,100.00	494.36	3,425.30	2,674.70
Trans. to Lib. Improv. Fund	7,500.00	7,500.00	7,500.00	.0
Equipment	6,000.00	47.78	3,589.62	2,410.38
Inc. Equipment Appr.	887.92	.0	.0	887.92
Books	40,000.00	1,868.11	16,365.88	23,634.12
	185,589.92	19,487.08	93,726.86	91,863.06

Balance of All Funds Ending June 30th, 1982	72,758.65
Plus Deposits	64,801.45
Minus Checks Written	15,836.25
Ending Balance of All Funds	121,723.85

RECEIVED FROM AUDITOR's Office - June 29th, 1982

Library Bond Money which is:

General Property Tax	\$3,593.84
Lic. Excise Tax	445.61
Bank Bldg. & Loan	44.25
BOND MONEY	\$4,083.70

Tax Draw - Auditor - Operating Money

General Property Tax	\$53,009.09
Lic. Excise Tax	6,572.90
Bank Bldg. & Loan	652.91
Operating Money	\$60,234.90



North Van Rensselaer Street
Rensselaer, Indiana 47978

Cont' from Page 1

BREAKDOWN OF ALL FUNDS - Ending June 30th, 1982

CHECKING ACCOUNT

Operating Balance in Checking Account 56,618.08
Rensselaer Gift Fund Money in Checking Account 68.00
Wheatfield Gift Money in Checking Account (-437.92)
Bond Money in Checking Account 15,291.60

Total Money in State Bank Checking Account \$71,539.76

INVESTMENTS AND BOND MONEY

Operating Money in 26 Week Money Market Certificate 15,000.00
Operating Money in Money Market Certificate 10,000.00 3/82
Library Impro. Reserve Money in 26 Week Money Market Cert. 15,500.00 12/82

Total Invested Money \$40,500.00

PASSBOOK SAVINGS ACCOUNT

Operating Money in Savings Account 4,264.69
Rensselaer Gift Money in Savings Account 4,455.08
DeMotte Gift Money in Savings Account 175.61
Wheatfield Gift Money in Savings Account 573.30
Lib. Impro. Res. Fund Money in Savings Account 215.31

Total Money in State Bank of Rensselaer Passbook Savings \$9,683.99

TOTAL OF ALL FUNDS

\$121,723.84

EFFECTIVE SERVICE THROUGH PLANNING

Jasper County Public Library 5-Year Service Plan (1983-1987)

The Jasper County Public Library System was formed in 1978 with the merger of the Rensselaer, DeMotte, and Wheatfield Libraries. The system is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all the districts' residents, regardless of age or formal schooling. The library district consists of Jasper County with the exception of Remington and Carpenter Township.

Since the library has been operating under a tax freeze, its growth has been limited by available funds. Now with the enactment of the 1982 tax appeal bill, this plan will serve not only as a blueprint for continued library service and a tool for evaluation of administrative and staff performance, but as a means of raising the level of service.

The goal of this organization is to maintain an effective library organization through efficient service to the community. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library:

1. Establish and maintain quality and efficiency of operation.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain a continuous and rational collection development.
5. Maintain a quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

The following tasks or activities will be used to attain the objectives:

1. Establish and maintain quality and efficiency of operations.
 - 1.1 Develop a procedural manual to insure consistency of procedures.
 - 1.2 Develop a public relation program.
 - 1.3 Update and revise the card catalogs.
 - 1.4 Allow for continuing education of the staff.
 - 1.5 Find ways of using staff time more efficiently.
 - 1.6 Provide in-service training of staff.
 - 1.7 Hold regular monthly staff meetings.
 - 1.8 Provide for adequate training of new staff members.
 - 1.9 Review and update job description annually.
2. Provide effective and relevant services to the users.
 - 2.1 Make a community survey to determine needs and desires of users and non-users.
 - 2.2 Develop a community profile through use of survey, census data, and data from other libraries.
 - 2.3 Determine service priorities including AV materials, books, periodicals, reference, large print materials, paperbacks, community room, programming, children's materials, newspapers, vertical file material, best sellers, etc.
 - 2.4 Set group priorities concerning senior citizens, young adults, children, handicapped, shut-ins, business, agricultural, law, mental health communities, schools, and religious groups.
3. Maintain adequate physical facilities.
 - 3.1 Plan for replacement of Wheatfield building.
 - 3.2 Establish maintenance plan for all buildings.
 - 3.3 Set timetable for replacement of equipment and furniture.
 - 3.4 Plan for future building, remodeling, or additions to existing structures.
4. Maintain continuous and rational collection development.
 - 4.1 Survey community needs and desires.
 - 4.2 Review and revise selection policy every two years.
 - 4.3 Establish priority areas by analyzing collections for strengths and weaknesses.
 - 4.4 Weed collection every five years.
 - 4.5 Maintain and establish where necessary subscriptions to review journals.
5. Provide and maintain a quality staff and engage in staff development.
 - 5.1 Hire one (1) additional professional with MLS to supervise branch operations.
 - 5.2 Replace staff when necessary with qualified personnel.
 - 5.3 Develop staff evaluation forms.
 - 5.4 Develop in-service training programs.
 - 5.5 Provide for outside continuing education.
 - 5.6 Establish good communication among all staff.
 - 5.7 Develop training program for new staff members.
 - 5.8 Continually review and update staff policies.
 - 5.9 Define areas of responsibility involving staff.

6. Maintain an effective level of administration of the library system.

- 6.1 Establish board bylaws.
- 6.2 Define areas of responsibility between board and director.
- 6.3 Evaluate and establish procedures and requirements of hiring a new director.
- 6.4 Continuously revise and update job description of the director.
- 6.5 Develop a job description for the board.
- 6.6 Review and revise policies regularly.
- 6.7 Provide for education of new board members.

August 9, 1982

AGENDA.....AUGUST 9, 1982

1. Minutes.
2. Bills To Be Allowed.
3. Monthly Report.
 - 3.1 Fund Transfer.
4. Budget.
5. Insurance Bids.
6. DeMotte Business.
 - 6.1 Insulation.
7. Wheatfield Business.
8. Rensselaer Business.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

July 1982

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	26	22	0
c. No. of transactions	41	34	0
d. Films			
No. of films	54		
No. of viewers	1033		
2. REGISTRATION			
a. Borrowers added	33R 47C	60	15
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	107		
b. In person	98		
Local History Room			
31 People			
9 Microfilm			
6 Research Questions By Mail			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS												
Fiction	22	2		813	10			463	7			616
Non-fiction	42	1		619	36			300	6			300
CHILDREN'S BOOKS												
Fiction	66	9		1236	68			1111	49			1161
Non-fiction	51	3		310	28			373	35			413 13
PAMPHLETS	36			72				2				16
MAPS, PICTURES, PHOTOS, PRINTS				2								2
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				154				143				277
CHILDREN'S MAGAZINES				1								
SOUND RECORDINGS	1	20		156				39				105
MCNAUGHTON												
PAPERBACKS	1			1127				546				2853
TOTALS	219	35		4490	142			2967	97			5743

MINUTES.....July 12, 1982

The monthly meeting of the Jasper County Library Board met at the Rensselaer Library at 7:00 p.m.

In attendance were Miriam Lawyer, Barbara Gribble, Dr. William Downard, Jim Lefler, trustees, and Cathy Rodeffer, director.

Minutes of June 14, 1982 Meeting

The minutes of the June board meeting were reviewed. Motion to accept the minutes was made by B. Gribble and was seconded by M. Lawyer. The motion passed.

Bills To Be Allowed

The current Bills To Be Allowed were considered. A motion to accept these bills was made by B. Gribble and seconded by J. Lefler. The motion passed.

Monthly Reports

Circulation was discussed. Overall system circulation is approximately 2400 volumes over last June's (1981) monthly circulation.

In relation to the financial report, C. Rodeffer recommended \$15,200 from the Bond Interest & Redemption Fund checking account be invested in a money market certificate. This was made as a motion by M. Lawyer and was seconded by B. Gribble. Motion passed.

The financial report was accepted by a motion from B. Gribble and was seconded by M. Lawyer.

Proposed 1983 Budget

In discussion of the proposed 1983 budget, staffing plans, especially in regard to appointing a supervisor of branch operations, were discussed as part of the overall budget. A motion to accept the proposed 1983 budget was made by J. Lefler and seconded by B. Gribble. The motion passed.

Proposed Five-Year Plan

The proposed Five-Year Plan for the ongoing operation of the library system was briefly discussed. At the September board meeting, this plan will be considered in greater depth.

Rensselaer Business

The release of the custodian, Ronald Arnold, was announced. SPEDY workers are now doing the work. A candidate to replace the former custodian has been interviewed.

The need for remodeling the basement bathroom facility at Rensselaer was discussed. No plans were set as yet.

DeMotte Business

An estimate for insulating the DeMotte branch building attic and installing ventilating fans were reviewed. The estimate was offered by Conservation Energy, Inc. of DeMotte. The proposed amount for applying

Minutes (continued).....July 12, 1982

10" of blown wood fiber insulation was \$1865.00 and the fans were figured at \$465.00.

Blow Out by Neal Williams was discussed in response to the concern of a DeMotte patron regarding the perceived content of the book. The request was to change the book's classification from "young adult" to "adult". After consideration of the book's quality, content overall, and it's standing compared to more enduring literature, it was decided to NOT change the book's classification.

Wheatfield Business

Alternatives for securing a library facility owned by the system was discussed. M. Lawyer and C. Rodeffer will seek a consultant and look at a prospective building M. Lawyer suggested.

Mrs. Lawyer was given her Certificate of Appointment for proper signing and notarizing.

Meeting adjourned at 8:45 p.m.

BILLS TO BE ALLOWED.....AUGUST 9, 1982

Utilities

City of Rensselaer	(22)	Rensselaer	\$ 161.04
NIPSCO	(22)	DeMotte	12.77
NIPSCO	(22)	Wheatfield	60.24*
Northwestern Ind. Telephone Co.	(213)	DeMotte	87.93
United Telephone Co.	(213)	Rensselaer	113.96
United Telephone Co.	(213)	Wheatfield	28.34
TOTAL [A]			\$ 376.35

Claims Allowed

American Publishers Co.	(73)	Books	215.34
Arco Publishing Inc.	(73)	Books	47.45
Baker & Taylor	(73)	Books	643.38
Becker, Margaret	(214)	Mileage	8.80
Burke's Audio Visual Center, Inc.	(241)	Repairs to Projector	75.35
Campbell Printing Co.	(312)	Office Supplies -Envelopes	42.00
Consolidated Insurance Agency	(51)	Bond for Treas.-Director	80.00
Daisey Book Co.	(73)	Books	158.72
DeMotte Hardware	(322)	Janitorial Supplies	27.39
DeMotte Office Supply	(313)	Office Supply	8.37
Ebsco Subscription Service	(73)	Subscription	145.00
Fendig's	(321)	Library Supply	.78
Gagnon, Rebecca	(214)	Mileage	8.80
Garrity, Patricia	(251)	Window Washing (Ck.#3663)	13.40
Heritage Office Products Inc.	(722)	Office Equipment-\$362.78	404.69
	(313)	Office Supplies-\$41.91	
Indiana Historical Society	(73)	Books	46.20
Ingram Book Co.	(73)	Books	43.41
Jack A. Kubitz Co.	(73)	Books	58.00
John Botsford Book Co.	(73)	Books	95.32
Johnson's Trash Removal	(251)	DeMotte Trash Pick-Up	7.00
Kadow, Jim	(251)	Yard Maintenance-DeMotte (Ck.#3610)	15.00
Kadow, Jim	(251)	Yard Maintenance-DeMotte (Ck.#3688)	15.00
Little Cousin Jasper Festival	(251)	Services Contractual (Ck.#3662)	30.00
Maintenance Engineering, Ltd.	(322)	Janitorial Supplies	118.72
Marshall Cavendish Corp.	(73)	Books	344.90
Osterfeld, Emmy	(214)	Mileage	8.80
Polar Refrigeration	(241)	Reparis to Air Conditioner-R.	38.00
Postmaster General	(212)	Postage (Ck.#3664)	10.14
Postmaster General	(212)	Postage (Ck.#3665)	25.00
Quality Books	(73)	Books	46.63
Quill Corporation	(722)	Typewriter	503.36
Rensselaer Police Dept.	(251)	Security Alarm Service	10.00
Rodeffer, Catherine A.	(214)	Mileage	32.80
Rodeffer, Catherine A.		Petty Cash-DeMotte-Postage	15.00
Rodeffer, Catherine A.		Petty Cash-Rens.-Postage	25.00
Rodeffer, Catherine A.		Petty Cash-Wheatfield-Postage	15.00
Schulenberg, Sharon	(214)	Mileage	10.40
Schultz' Family Store	(722)	Equipment-(Fan)	15.15
Sears, Roebuck & Co.	(251)	Maintenance Contract-Vacuum Cl.	59.90
Superintendent of Documents	(73)	Books (Ck.#3686)	28.25
Superintendent of Documents	(73)	Books (Ck.#3687)	39.00

Bills To Be Allowed (continued).....August 9, 1982

Thorndike Press	(73) Books (GIFT FUND)	23.90
Tom's SuperMarket	(321) Library Supplies-\$17.99	23.06
	(322) Janitorial Supplies-\$5.07	
Top Quality Chemicals	(322) Janitorial Supplies	54.25
Tysen's Country Store	(321) Library Supplies	4.63
Victor Hotho & Co.	(73) Books	135.60
Whited, Mary Kay	(212) Mileage	<u>8.80</u>
	TOTAL [B]	\$3,785.69
	GRAND TOTAL [A] & [B]	<u>\$4,162.04</u>

Jasper County Public Library

Page 1 of 2 sheets

North Van Rensselaer Street

Rensselaer, Indiana 47978

		JULY 1982					
		Beginning	Spent this	Spent to	Ending		
		Appropriation	Month	Date	Appropriation		
1	Librarian	15,500.00	1,458.32	9,916.70	5,583.30	1	
2	Assistants	70,450.00	5,377.34	38,483.01	31,966.90	2	
3	Janitors	3,350.00	183.10	1,425.69	1,924.31	3	
4	Other Compensation	750.00			750.00	4	
5	Communication & Transportation	6,900.00	396.83	2,491.35	4,408.65	5	
6	Heat, Light, Water	8,477.00	291.90	4,863.39	3,613.61	6	
7	Printing & Advertising	800.00		3.50	796.50	7	
8	Repairs	5,250.00	375.85	3,771.82	1,478.18	8	
9	Services Contractual	3,300.00	194.66	3,530.06	- 230.06	9	
10	Office Supplies	1,100.00	206.73	868.55	231.45	10	
11	Lib. & Janitorial Supplies	4,400.00	136.67	2,078.89	2,321.11	11	
12	Insurance & Bonds	4,500.00		3,849.00	651.00	12	
13	Rent and Dues	325.00	5.00	190.50	134.50	13	
14	OASI-Pub.Emp.Retirement Fund	6,100.00	470.28	3,895.58	2,204.42	14	
15	Trans. to Lib. Improv. Fund	7,500.00		7,500.00	.00	15	
16	Equipment	6,000.00	227.00	3,816.62	2,183.38	16	
17	Inc. Equipment Appr.	887.92			887.92	17	
18	Books	40,000.00	3,221.51	19,587.39	20,412.61	18	
19		185,589.92	12,545.19	106,272.05	79,317.87	19	
20						20	
21						21	
22	Balance of All Funds Ending June 1982		121,723.85			22	
23	less correction		- .10			23	
24			121,723.75			24	
25	Plus Deposits		+3,502.51			25	
26	Minus Checks Written		-12,545.19			26	
27	Balance of All Funds Ending July 1982		112,681.07			27	
28						28	
29						29	
30						30	
31	Received from Auditor - July 23, 1982 - State Distribution			\$3,078.72		31	
32						32	
33						33	
34						34	
35						35	
36						36	
37						37	
38						38	
39						39	
40						40	

Jasper County Public Library

Page 2 of 2 sheets

North Van Rensselaer Street

Rensselaer, Indiana 47978

	1	2	3	4	
	Cont' from page 1				
	July 1982				
	BREAKDOWN OF ALL FUNDS ENDING JULY 1982				
1	CHECKING ACCOUNT -State Bank of Rensselaer				1
2	Operating Balance in Checking Account	47,565.40			2
3	Rensselaer Gift Money in Checking Account	78.00			3
4	Bond Money in Checking Account	91.60			4
5	Total Money in Checking Account			47,735.00	5
6					6
7	INVESTMENTS & BOND MONEY				7
8	Operating Money - Cert. of Deposit				8
9	No.#7410 @ State Bank of Rensselaer @ 14.18% Interest	10,000.00			9
10	Due Aug. 10th,1982	10,000.00			10
11	Operating Money - 26 Week Money Market Certificate				11
12	No. #8308 @ State Bank of Rensselaer @ 12.84% Interest				12
13	Due Nov. 15th,1982	15,000.00			13
14	Library Improvement Reserve Fund Money-Certificate				14
15	of Deposit @ State Bank of Rensselaer NO.#8396 @				15
16	12.75% Interest Due Dec. 14th,1982	15,500.00			16
17	Building Improv. Rserve Certificate of Deposit				17
18	@ Farmers and Merchants National Bank @ 13.098%				18
19	Interest No. #7612 Due Jan. 1st, 1983	15,200.00			19
20	Total Investments			55,700.00	20
21					21
22	PASSBOOK SAVINGS ACCOUNT - State Bank of Rensselaer				22
23	Operating Money in Savings Account	4,264.69			23
24	Rensselaer Gift Money in Savings Account	4,455.08			24
25	DeMotte Gift Money in Savings Account	175.61			25
26	Wheatfield Gift Money in Savings Account	135.38			26
27	LIRF Money in Savings Account	215.31			27
28	Total of Passbook Savings			9,246.07	28
29	TOTAL OF ALL FUNDS ENDING JULY 1982			112,681.07	29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch
DeMotte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

August 9, 1982

The Jasper County Public Library Board hereby resolves to transfer the following fund within the major classification, Services Contractual - 2 of the Library Operating Fund.

Library Operating Fund	Amount Requested	Amount Appropriated
2. Services Contractual		
25. Services, other contractual	\$ 750.00	\$ 750.00

Library Operating Fund	Amount Requested	Amount Reduced
2. Services Contractual	\$ 750.00	\$ 750.00
Communication + Transportation		

James A. Lefler

William L. Downard

Lynn C. Daugherty

Theresa Linda Carey

Frankie Wright

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the
Jasper
Library Board of County Public Library Jasper County, Indiana.

Before the
Library
Board

Notice is hereby given to taxpayers of Jasper County Public Library Jasper County, Indiana, that the proper officers of said Library will conduct a public hearing at Rensselaer Library Headquarters, Rensselaer, Indiana on the 1983 Budget at 7:00 p.m. on August 23, 1982. Following this meeting, the aforementioned officers of said Library, will meet at Rensselaer Library Headquarters, Rensselaer, Indiana at 7:00 p.m. on August 30, 1982 to adopt the following

BUDGET ESTIMATES AND TAX RATES

FUND	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	\$ 236,041	\$ 140,566	\$ 5,330	\$.0786
Library Improvement Reserve Fund	25,000	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
Land and Interest Redemption Fund	15,333	14,968		.0087
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
TOTAL	\$ 276,374	\$ 155,534	\$ 5,330	\$.0873

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

President of Library Board

Secretary of Library Board

Treasurer of Library Board



MANGAS INSURANCE AGENCY

219 WEST HARRISON STREET
POST OFFICE BOX 178
RENSSELAER, INDIANA 47978
TELEPHONE 219-866-5192

8/3-82

RENSSELAER PUBLIC LIBRARY

Quote

Bldg. & Contents	\$ 738.00
Boiler	\$ 490.00
Valuable Papers	\$ 739.00
Gen. Liab.	\$ 328.00
Total	\$ 2,295.00


Rick Mangas

September 13, 1982

AGENDA.....September 13, 1982

1. Minutes
2. Director's Report
3. Bills To Be Allowed
4. Monthly Reports
 - 4.1 Financial
 - 4.2 Circulation
5. Five-Year Plan
6. DeMotte Business
7. Wheatfield Business
8. Rensselaer Business
9. Executive Session

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

August 1982

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	23	39	0
c. No. of transactions	26	47	0
d. Films			
No. of films			
No. of viewers	201		
2. REGISTRATION			
a. Borrowers added	R 20 C 24	27	6
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	92		54
b. In person	128		52
16 Used Genealogy Room			
17 Microfilms Used			
19 Reference Letters			

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated 143/day	# added	# owned	# withdrawn	# circulated 93.5/day	# added	# owned	# withdrawn	# circulated 247/day
August, 1982 12,581 (483.8/day)												
August, 1981 11,010 (423/day)												
Jan-Aug, 1982 97,390												
Jan-Aug, 1981 89,745												
ADULT BOOKS												
Fiction	74			746	28			414	16		2	536
Non-fiction	77			581	13			250	9		5	623
CHILDREN'S BOOKS												
Fiction	39			961				966	5		2	723
Non-fiction	24			309				239	2			345
PAMPHLETS	43		7	56				2				19
MAPS, PICTURES, PHOTOS, PRINTS				3								
MICROFILM												
FILMSTRIPS				1								
ADULT MAGAZINES				227				111				251
CHILDREN'S MAGAZINES				17								
SOUND RECORDINGS				167				40	1		1	164
MCNAUGHTON												
PAPERBACKS	15			654	2			410	1			3766
TOTALS	272		7	3722	43			2432	34		9	6427

MINUTES.....AUGUST 9, 1982

The regular meeting of the Jasper County Public Library met at the Rensselaer Library at 7:00 p.m.

Those present were trustees Dr. William Downard, Lynn Daugherty, James Lefler, Mary Linda Casey, and Frank Wright; and Cathy Rodeffer, director.

The Minutes of the July 12 meeting were read. A motion to accept the minutes was made by J. Lefler and was seconded by F. Wright. The motion carried.

W. Downard suggested an addition to the monthly agenda. After a brief discussion the board directed Ms. Rodeffer to give a monthly director's report following the reading of the minutes. This was followed by a discussion of Ms. Rodeffer's written report to the board noting a visit to Michigan City Public Library and meeting with Judy Kanne about library portrait.

The July Bills To Be Allowed were presented for consideration. Lynn Daugherty moved to accept the bills, and M. Casey seconded. The motion passed.

The Monthly Financial Report was presented. A board resolution was made to transfer funds in the amount of \$750 from Transportation & Communication (21) to Services, And Other Contractual (25). Both appropriations being in the major category Services Contractual. The written resolution was amended to indicate appropriation 21 was being reduced. F. Wright moved to accept the amended resolution and L. Daugherty seconded. Motion carried.

There was a discussion of the maturing Certificate of Deposit. It was determined that the \$10,000 could be reinvested. J. Lefler moved to reinvest the \$10,000 in a six-month Certificate of Deposit. F. Wright seconded. Motion passed.

Lynn Daugherty reported on a possible increase in the 1983 Certified Shares. Currently the library is scheduled for a slight decrease. Ms. Rodeffer stated that she would check with the auditor.

The 1983 Budget was presented. There was a general discussion of salaries, benefits, and hiring of a branch supervisor.

Ms. Rodeffer then presented two bids for insurance coverage on the library from Mangas Insurance and Farm Bureau. President Downard directed Ms. Rodeffer to seek a bid from the current insurance agent and have Mangas give a more detailed bid. He also directed Ms. Rodeffer to have the Rensselaer Library building appraised for use in securing actual cash value coverage. F. Wright volunteered to help find an appraiser.

There was a discussion of the three insulation bids for the DeMotte Library. KV Insulation gave a bid of \$1292 for 10" of cellulose insulation and recommended that there was no need for power vents. Pres. Downard directed Ms. Rodeffer to check with Frank Cannon concerning vents and possibly seek additional bids. L. Daugherty volunteered to investigate the question of the necessity for vents.

MINTUES (continued).....August 9, 1982

Jim Lefler suggested that a modular structure may be a possibility for the Wheatfield Library. A discussion of how to proceed followed. Pres. Downard stated that first, property should be secured, and directed Ms. Rodeffer to put \$4,000 of the 1983 budget into Land Appropriation. J. Lefler stated that he would help investigate modular structures.

Ms. Rodeffer reported that the library will hold an autographed book auction and a book stacking contest at Little Cousin Jasper Festival.

Meeting adjourned at 9:00 p.m.

MINUTES.....AUGUST 23, 1982

The Public Hearing on the 1983 Jasper County Public Library budget was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were President William Downard, Vice President Lynn Daugherty, Secretary Jim Lefler, and Treasurer/Director Cathy Rodeffer.

Since there was no public representative to question or protest the advertised budget, the meeting adjourned at 7:15 p.m.

MINUTES.....AUGUST 30, 1982

The Jasper County Public Library Board met at 7:00 p.m. to adopt the 1983 library budget. Those present were President Wm. Downard, Vice-President Lynn Daugherty, Secretary Jim Lefler, and Mary Lynn Casey.

Jim Lefler moved to accept the budget and M.L. Casey seconded. The motion carried. After the budget was signed, the meeting adjourned at 7:15 p.m.

BILLS TO BE ALLOWED.....September 13, 1982

Utilities

City of Rensselaer	(22)	Rensselaer	\$ 244.04
NIPSCO	(22)	DeMotte	171.95
NIPSCO	(22)	Wheatfield	
Northwestern Ind. Telephone Co.	(213)	DeMotte	35.62
United Telephone Co.	(213)	Rensselaer	122.55
United Telephone Co.	(213)	Wheatfield	28.34
		TOTAL [A]	\$ 602.50

Claims Allowed

Ace Hardware	(722)	Fan-DeMotte	32.97
A.E. Boyce Co.	(311)	Office Forms	38.12
Arista Corporation	(73)	Books	72.00
Associated Libraries, Inc.	(73)	Books	2,329.06
Baker & Taylor	(73)	Books	1,502.63
Becker, Margaret	(214)	Mileage	10.40
Ben Franklin #1678	(722)	Fan-Demotte-\$24.99;	31.04
	(321)	Library Supplies-\$5.44	
	(322)	Janitorial Supplies-\$.61	
Bjorklund Htg. & Cooling	(241)	Repairs to Air Conditioner-D	186.00
Brodart, Inc.	(73)	Books-\$106.51	616.51
	(321)	Sysdac Cards-\$510.00	
Campbell Printing	(722)	Rubber Stamps	30.30
Demco, Inc.	(321)	Library Supplies	69.91
DeMotte Office Supply	(313)	Office Supplies	11.96
Ebsco Subscription Service	(73)	Subscriptions	10.00
Fideler	(73)	Books	32.68
Gagnon, Rebecca	(214)	Mileage	8.80
Gaylord Bros., Inc.	(321)	Library Supplies	37.43
Great Lakes Copy Supply	(251)	T-D Packs	51.25
Great Western Supply	(321)	Library Supplies	137.90
Heritage Office Supply	(313)	Office Supplies	21.16
Hoover House	(241)	Repairs to Vacuum	6.00
Ingram Book Co.	(73)	Books	755.19
John Botsford Book Co.	(73)	Books	28.00
Johnson's Trash Removal	(251)	Trash Pick-Up - DeMotte	7.00
Lafayette Journal & Courier	(73)	Annual Subscription	78.00
Libra Publications	(73)	Books (Ck. #3759)	16.00
Kankakee Valley Post-News	(231)	Budget Advertisement	56.16
Macmillan Publishing Co.	(73)	Books	103.00
Main Line Book Co.	(73)	Books	52.39
Mehay, Norma	(214)	Mileage	8.80
Monitor Book Co.	(73)	Books	21.09
NCPCA	(73)	Books (Ck. #3742)	16.00
Nialsa	(214)	Prof. Meeting (Ck. #3741)	3.50
Office Treasure Chest	(722)	Office Furniture (Ck. #3745)	199.00
Orchard House, Inc.	(73)	Books	31.00
Physician's Desk Reference	(73)	Books	53.85
Political Research, Inc.	(73)	Books	250.00
Postal Instant Press	(321)	Library Supplies (Ck. #3760)	30.58
Postmaster General	(212)	Postage Stamps	50.00
Publishers Telemarketing	(73)	Books	77.46
Quill Corporation	(313)	Office Supplies	22.59

BILLS TO BE ALLOWED (Continued).....September 13, 1982

Rensselaer Police Dept.	(251)	Security Alarm Service	10.00
Rensselaer Republican	(231)	Budget Advertisement	56.16
Ricker, Lois	(214)	Mileage-\$12.00; (Ck. #3737)	28.50
	(321)	Library Supplies-\$10.17;	
	(322)	Janitorial Supplies-\$6.33	
Ricker, Lois	(214)	Mileage-\$12.00	14.76
	(322)	Janitorial Supplies-\$2.76	
Rodeffer, Catherine A.	(214)	Mileage-\$102.40;	120.90
	(214)	Prof. Meeting-\$18.50	
Rodeffer, Catherine A.	Petty Cash-D-Post.-\$12.99; Jan.Sup-\$1.00		13.99
Rodeffer, Catherine A.	Petty Cash-R-Postage-\$3.27; Janitorial		4.52
	Supplies-\$1.25		
Rodeffer, Catherine A.	Petty Cash-W-Postage		2.69
R.W. Pool Co.	(322)	Janitorial Supplies	34.47
Saint Joseph's College	(251)	Service Contractual	115.24
Schultz Family Store	(321)	Library Supplies	44.55
Select Publications	(73)	Books	94.40
Thone, Elizabeth	(214)	Mileage	8.80
Tom's Super Market	(322)	Janitorial Supplies	10.18
The UNABASHED Librarian	(73)	Books (Ck. #3744)	5.50
United Parcel Service	(212)	Postage (Ck. #3743)	7.48
U.S. Government Printing Office	(73)	Book	4.75
Weeks, Terri	(214)	Mileage	8.80
Whited, Mary Kay	(214)	Mileage	29.60
		TOTAL [B]	\$ 7,711.02
		TOTAL [A] & [B]	<u>\$ 8,313.52</u>

North Van Rensselaer Street

Rensselaer, Indiana 47978

MONTH OF AUGUST 1982

		Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	15,500.00	1458.32	11375.02	4124.98	1
2	Assistants	70,450.00	6300.81	44783.82	25666.18	2
3	Janitors	3,350.00	107.20	1532.89	1817.11	3
4	Other Compensation	750.00			750.00	4
5	Communication & Transportation	6,900.00	310.84	2802.19	4097.81	5
6	Heat, Light, Water	8,477.00	173.81	5037.20	3439.80	6
7	Printing & Advertising	800.00		3.50	796.50	7
8	Repairs	5,250.00	113.35	3885.17	1364.83	8
9	Services Contractual	3,300.00	91.90	3621.96	-321.96	9
10	Office Supplies	1,100.00	50.37	918.92	181.08	10
11	Lib. & Janitorial Supplies	4,400.00	270.74	2349.63	2050.37	11
12	Insurance & Bonds	4,500.00	80.00	3929.00	571.00	12
13	Rent and Dues	325.00		190.50	134.50	13
14	OASI-Pub.Emp.Retirement Fund	6,100.00	527.75	4423.33	1676.67	14
15	Trans.to Lib. Improv.Fund	7,500.00		7500.00	.00	15
16	Equipment	6,000.00	377.93	4194.55	1805.45	16
17	Inc. Equip.Appropriation	887.92			887.92	17
18	Books	40,000.00	2063.20	21650.59	18349.41	18
19		185,589.92	11,926.22	118,198.27	67,391.65	19
20						20
21						21
22	Balance of All Funds Ending July 1982		112,681.07			22
23	Plus Deposits		1,109.46			23
24	Less Checks written		- 11,926.22			24
25	Less check written(Rens.Gift Fund)		- 23.90			25
26	Ending August Balance of All Funds		101,840.41			26
27						27
28						28
29						29
30						30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40



Con't

August 1982

BREAKDOWN OF ALL FUNDS ENDING AUGUST 1982

CHECKING ACCOUNT - State Bank of Rensselaer

Operating Balance in Checking Account 36,698.64

Rensselaer Gift Fund in Checking Account 104.10

Bond Money in Checking Account 91.60

Total Money in Checking Account 36,894.34

INVESTMENTS AND BOND MONEY

Operating Money - Certificate of Deposit

No. #8649 State Bank of Rensselaer @ 11.357 % Interest

Due Feb. 9th, 1983 10,000.00

Operating Money - 26 Week Money Market Certificate

No. #8308 State Bank of Rensselaer @ 12.843% Interest

Due Nov. 15th, 1982 15,000.00

Library Improvement Reserve Fund Money - Certificate

No. #8396 State Bank of Rensselaer @ 12.753% Interest

Due Dec. 14th, 1982 15,500.00

Building Improvement Reserve Fund - Certificate of Deposit

No. #7612 Farmers and Merchants National Bank

@ 13.098% Interest Due Jan. 1st, 1983 15,200.00

Total Investments 55,700.00

PASSBOOK SAVINGS ACCOUNT - State Bank of Rensselaer

Operating Money in savings 4,264.69

Rensselaer Gift Money in savings 4,455.08

DeMotte Gift Money in savings 175.61

Wheatfield Gift Money in savings 135.38

LIRF Money in savings 215.31

Total Passbook Savings 9,246.07

Total of All Funds Ending August 1982 101,840.41

DEMOTTE ELEMENTARY SCHOOL

FRED ROSSMANITH, PRINCIPAL

JOHN SHANK, ASSISTANT PRINCIPAL

DARLENE MILLER, SECRETARY

P. O. BOX 340 — DEMOTTE, INDIANA 46310

Telephone: (219) 987-2789

September 8, 1982

TO: Jasper County Library Board

RE: Request to use the facilities in the basement of the
DeMotte Public Library adjacent to our school property.

We are in very great need of a place for one section of morning Kindergarten to meet each day from 8:30 to 11:15. We request to have use of your basement room for this class. It would be for 24 students with one teacher. We would bring the tables and chairs and all other necessary supplies & equipment. We would also provide daily janitorial services for cleaning the classroom and restrooms. We also would provide all necessary janitorial supplies, paper towels, tissue, etc. This would be at the Kankakee Valley School Corporation expense.

We are currently having this class meet in the boys shower room and the space is inadequate. We appreciate your consideration of this request as soon as possible, Thank you for your time.

Sincerely,



Clyde Zeek, Superintendent
Kankakee Valley School Corporation



Fred Rossmanith, Principal
DeMotte Elementary School

CZ;FR/dm

MEMORANDUM

TO: ALL INDIANA LIBRARIES

FROM: GORDON E. MCINTYRE, COMMISSIONER *gem*
STATE BOARD OF TAX COMMISSIONERS

SUBJECT: LIBRARY LEVY LIMITATIONS

DATE: AUGUST 18, 1982

In 1982 the Indiana General Assembly passed Public Law 53, HEA 1296, providing relief to libraries under a permissive method when a timely appeal has been filed and approval has been granted. The portion of the legislative act pertaining to libraries reads as follows:

(xiii) Permission to a taxing unit that is a library district to increase its levy in excess of the limitations established under section 3 of this chapter if the taxing unit shows a need for the increased levy available under this clause. The aggregate rate for the levy as recommended by the tax control board under this clause may not exceed the lesser of one hundred twenty-five percent (125%) of the rate the taxing unit had in the budget year immediately preceding the ensuing budget year, or the rate the taxing unit would have absent the appeal provided by this clause plus five cents (\$.05). For purposes of determining a taxing unit's need for an increased levy under this clause, the tax control board shall consider any revenue which the taxing unit receives from a tax imposed under I.C. 6-3.5-1. The total increased levy that a taxing unit may receive under this clause is limited to a certain aggregate amount over a three (3) year period. That amount equals the total increased levy the taxing unit was eligible for under this clause in the first year of its three (3) year period. For purposes of this clause, a taxing unit's first three (3) year period begins with the first year that a taxing unit receives an increased levy under this clause. All following three (3) year periods are to run consecutively thereafter.

The State Board of Tax Commissioners has interpreted and will administer this act in the following manner. A library unit may one (1) time from the beginning of the first year in which an appeal was granted under this section have an increased levy all in one (1) year or may prorate in any manner over the three (3) year period an amount equivalent to the following formula:

- Step 1. Determine the ensuing year's maximum levy.
- Step 2. Divide the maximum levy by the ensuing year assessed valuation. (Answer equals the tax rate the unit would have with no appeal).
- Step 3. Multiply the preceding year's certified tax rate by 125%: Answer = _____.

Step 4. Add \$.05 to answer of Step 2 = _____.

Step 5. Determine the lessor of Step 3 or Step 4. The lessor equals the maximum rate for the ensuing year.

The answer in step 5 times the assessed valuation in the first year of appeal and approval equals the total levy increase that may be levied either all in one (1) year of a three (3) year period or may be apportioned in any manner over the three (3) year period.

To further explain, the increased levy under this appeal does not become a permanent part of your maximum tax levy. For example, if the formula provides for an additional \$15,000 levy, and your current maximum levy is \$100,000 in 1983 you may raise \$115,000 in 1983 but in 1984 your maximum levy will revert back to the \$100,000 (the growth factors have not been used in these illustrations). As another example you could raise \$105,000 each of the three years which would be apportioning the \$15,000 over the period or any other combination as long as the \$15,000 is not exceeded over the three year period. You may decide not to appeal for relief this year but wait until next year which is a decision that will have to be made by each library board based on need.

It is our understanding that legislation will be introduced in the upcoming session to make this a permanent part of the maximum levy.

If there are any questions regarding this memorandum, please call Tom Edwards at 232-3761.

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners for relief from levy limitations pursuant to IC 6-3.5-1-12. The current limitations are prohibiting adequate growth of library service to our community. The library has been unable to meet state certification requirements due to lack of funds for competitive salaries. Jasper County's utility rates are among the highest in the state and will increase again next year by at least 20%. In 1981 book prices increased by 8.1% while our budget only increased by 6.9%.

Our 1982 rate is \$0.059 and of course has dropped every year to accomodate the levy limitations. Therefore, this petition requests that the Jasper County Public Library receive a 25% increase in our 1982 rate resulting in a 1983 rate of \$0.0738.

Signed _____

Be it resolved by the Jasper County Public Library Board, Jasper County State of Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 13 day of September 1982.

ATTEST:

October 11, 1982

AGENDA.....OCTOBER 11, 1982

1. Minutes
2. Director's Report
3. Monthly Report
4. Bills To Be Allowed
5. System Business
 - 5.1 Insurance
6. DeMotte Business
 - 6.1 Insulation
 - 6.2 Windows
 - 6.3 Kindergarten
7. Wheatfield Business
8. Rensselaer Business
9. Discussion of Section 6 of Five-Year Plan
10. Executive Session

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

September 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	31	37	0
c. No. of transactions	43	43	0
d. Films			
No. of films	14		
No. of viewers	597		
2. REGISTRATION			
a. Borrowers added	21 12C	29	13
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	81	100	54
b. In person	105	125	52
39 Used Local History Room			
1 Microfilm			

September

1982 - 11,716
(488/day)

1981 - 9,203
(383/day)

Jan-Sept.

1982 - 109,106

1981 - 98,948

RENSSELAER

DEMOTTE

WHEATFIELD

	# added	# owned	# withdrawn	# circulated 154.8/day	# added	# owned	# withdrawn	# circulated 81.5/day	# added	# owned	# withdrawn	# circulated 251.75/day
ADULT BOOKS	32		1	714	22			444	26			593
Fiction												
Non-fiction	29			661	10			227	30			348
CHILDREN'S BOOKS												
Fiction	5		8	835	4			589	4			823
Non-fiction	4		1	335	1			179	1			448
PAMPHLETS	53			18				3				14
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				204				132				243
CHILDREN'S MAGAZINES				9								
SOUND RECORDINGS			1	66				32				27
MUNAUGHTON												
PAPERBACKS	7			874	1			352	1			3546
TOTALS	130		11	3716	38			1958	61			6042

MINUTES.....SEPTEMBER 13, 1982

The regular meeting of the Jasper County Public Library was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were William Downard, president; Mary Linda Casey, Barbara Gribble, Frank Wright, Lynn Daugherty, vice-president; Miriam lawyer, and Cathy Rodeffer, library director.

Minutes were read. F. Wright motioned to accept the minutes and M. Lawyer seconded. Motion carried.

The bills were presented. M. Lawyer motioned for approval and M. Casey seconded. Motion passed.

Financial report was presented. After a brief discussion of the financial picture for the last four months of 1982, L. Daugherty moved and B. Gribble seconded approval of the report. Motion carried.

Petition to appeal the library's 1983 tax rate was presented for board signatures. C. Rodeffer reported that the budget had been given to the auditor and the appeal will be sent to the State Board of Tax Commissioners and County Auditor.

Director's Report

C. Rodeffer reported that circulation was up 7,645 items over January-August 1981. Ethel Yoder will attend a mending workshop on Sept. 14. The Rensselaer Library is sponsoring a genealogy workshop at 7:30 p.m. on Sept. 23.

She also discussed the August Staff meeting concerning telephone manners, staff relations and stress management.

She requested board permission to close the library October 21 so that staff members can attend the ILA-ILTA conference in Indianapolis. Approval was given by consensus.

L. Daugherty reminded board members about the Trustee conference on October 22 & 23 & NILBA meeting on September 29. W. Downard encouraged all members to attend and suggested to C. Rodeffer that she draft a letter concerning these meetings and include a current list of board members with their addresses and phone numbers.

L. Daugherty requested that the library pay her expenses for October 22 & 23. C. Rodeffer reminded all members that their expenses would be paid by the library for any professional meeting they attend.

Five-Year Plan

C. Rodeffer presented a more detailed version of the five-year plan. Following a brief discussion of the major points, the board asked Ms. Rodeffer to establish a timetable, cost, and responsibility for each project. W. Downard requested that an item be placed on the October agenda to allow for discussion of board matters under the five-year plan.

DeMotte Business

C. Rodeffer presented a letter of request from the DeMotte Elementary School concerning using the DeMotte Library basement as a Kindergarten room. Following a lengthy discussion, it was agreed that W. Downard and C. Rodeffer would meet with Mr. Cylde Zeek and Mr. Fred Rossmanith of the KV School System to discuss heating costs, sewage costs, times and dates, insurance, whether or not other groups will be able to use the room, and possible purchase of the Wheatfield library and land. W. Downard asked Ms. Rodeffer to contact Bill Moriarty about drawing up a contract concerning this matter. It was agreed that all board members would be contacted by phone for a final decision on this matter.

W. Downard requested that an executive session be included on October's agenda.

Meeting adjourned at 8:40 p.m.



North Van Rensselaer Street

Rensselaer, Indiana 47978

MONTH OF SEPTEMBER 1982					
	Beginning	Spent this	Spent to	Ending	
	Appropriation	Month	Date	Appropriation	
1	Librarian	15,500.00	1,458.32	12,833.34	2,666.66
2	Assistants	70,450.00	5,634.84	50,418.66	20,031.34
3	Janitors	3,350.00	275.80	1,808.69	1,541.31
4	Other Compensation	750.00			750.00
5	Communication & Transportation	6,150.00	534.04	3,336.23	2,813.77
6	Heat, Light, Water	8,477.00	415.99	5,453.19	3,023.81
7	Printing and Advertising	800.00	112.32	115.82	684.18
8	Repairs	5,250.00	192.00	4,077.17	1,172.83
9	Services Contractual	4,050.00	183.49	3,805.45	244.55
10	Office Supplies	1,100.00	93.83	1,012.75	87.25
11	Lib. & Janitorial Supplies	4,400.00	902.58	3,252.21	1,147.79
12	Insurance & Bonds	4,500.00		3,929.00	571.00
13	Rent and Dues	325.00	3.50	194.00	131.00
14	OASI-Pub. Emp. Retirement Fund	6,100.00	493.75	4,917.08	1,182.92
15	Trans. to Lib. Improv. Fund	7,500.00		7,500.00	- .00-
16	Equipment	6,887.92	88.26	6,088.26	799.66
17	Books	40,000.00	5,846.51	27,497.10	12,502.90
18		185,589.92	16,235.23	136,238.95	49,350.97
19					
20					
21					
22	Balance of All Funds Ending August 1982		101,840.41		
23	Plus Deposits		+ 632.70		
24	Minus Checks Written		- 16,235.23		
25	Ending Balance of All Funds Sept. 1982		86,237.98		
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Con't

September 1982

	1	2	3	4
	BREAKDOWN OF ALL FUNDS ENDING SEPTEMBER 1982			
1	CHECKING ACCOUNT - State Bank of Rensselaer			
2	Operating Balance in Checking Account	20,874.21		
3	Rensselaer Gift Fund in Checking Account	326.00		
4	Bond Money in Checking Account	91.60		
5	Total Money in Checking Account			21,291.81
6				
7	INVESTMENTS AND BOND MONEY			
8	Operating Money - Certificate of Deposit			
9	No. 8649 State Bank of Rensselaer @ 11.357 % Interest			
10	Due Feb. 9th, 1983	10,000.00		
11	Operating Money - 26 Week Money Market Certificate			
12	No. 8308 State Bank of Rensselaer @ 12.843 % Interest			
13	Due Nov. 15th, 1982	15,000.00		
14	Library Improvement Reserve Fund Money - Certificate			
15	No. 8396 State Bank of Rensselaer @ 12.753 % Interest			
16	Due Dec. 14th, 1982	15,500.00		
17	Building Improvement Reserve Fund - Certificate of			
18	Deposit No. 7612 Farmers and Merchants National			
19	Bank @ 13.098 % Interest Due Jan. 1st, 1983	15,200.00		
20	Total Investments			55,700.00
21				
22	PASSBOOK SAVINGS ACCOUNT - State Bank of Rensselaer			
23	Operating Money in Savings	4,264.69		
24	Rensselaer Gift Money in Savings	4,455.08		
25	DeMotte Gift Money in Savings	175.61		
26	Wheatfield Gift Money in Savings	135.38		
27	LIRF Money in Savings	215.31		
28	Total Passbook Savings			9,246.07
29	Total of All Funds Ending September 1982			86,237.88
30				
31				
32				
33				
34				
35	* Interest on the Passbook Savings will be posted next month			
36				
37				
38				
39				
40				

BILLS TO BE ALLOWED.....OCTOBER 11, 1982

UTILITIES

City of Rensselaer	(22)	Rensselaer	\$ 246.68
NIPSCO	(22)	DeMotte	318.36
NIPSCO	(22)	Wheatfield	93.26
Northwestern Ind. Telephone Co.	(213)	DeMotte	26.87
United Telephone Co.	(213)	Rensselaer	109.97
United Telephone Co.	(213)	Wheatfield	28.34
		TOTAL [A]	\$ 823.48

CLAIMS ALLOWED

American EconoClad Services	(73)	Books	118.64
Associated Libraries, Inc.	(73)	Books	108.71
Baker & Taylor	(73)	Books	914.60
Becker, Margaret	(214)	Mileage	8.80
Brodart, Inc.	(73)	Books-\$252.37;	377.31
	(321)	Sysdac-\$124.94	
Burford Printing Co.	(311)	Official Forms-Ck.#3887	5.75
Campbell Printing Co.	(722)	Rubber Stamp	2.35
Davis Plbg, Htg. & Air Cond.	(241)	Repairs to Pump-DeMotte	380.00
Demco, Inc.	(321)	Library Supplies	109.72
DeYoung Plbg., Htg. & Air Cond.	(241)	Repairs to A.C. & Plumbing	72.27
Encyclopaedia Britannica Corp.	(73)	Books	239.00
Grolier Educational Corp.	(73)	Books	177.50
Indiana Historical Society	(73)	Books	9.92
ILA-ILTA	(214)	Prof. Meeting-Ck.#3886	489.25
Indiana Library Association	(214)	Prof. Meeting-Ck.#3843	51.00
Ingram Book Co.	(73)	Books	130.71
Jasper County Farm Bureau	(241)	Repairs to Building	115.60
Johnson's Trash Removal	(251)	Trash Removal-DeMotte	7.00
Jung, Gail	(214)	Mileage	10.40
Jung, Kenneth	(251)	Services Contractual	10.00
National Geographic Society	(73)	Book	6.95
Osterfeld, Emma	(214)	Mileage	10.40
Postmaster General	(212)	Postage	50.00
Prairie Farmer	(73)	Subscription -Ck.#3842	24.00
Rensselaer Police Dept.	(251)	Service-Alarm System	10.00
Rensselaer Readmore	(73)	Newspaper Subscriptions	78.30
Rodeffer, Catherine A.	(214)	Mileage	31.20
Rodeffer, Catherine A.		Petty Cash-D-postage	2.04
Rodeffer, Catherine A.		Petty Cash-R-postage-\$7.58	8.47
		R-lib. sup.-\$.89	
Rodeffer, Catherine A.		Petty Cash-W-postage	1.50
Scholarly Press, Inc.	(73)	Books	72.00
Superior Lighting Service	(321)	Projection Bulb	26.62
Tom's SuperMarket	(322)	Janitorial Supplies	16.10
Tysen's Country Store	(322)	Janitorial Supplies	13.89
Yoder, Ethel	(214)	Mileage	28.00
		TOTAL [B]	\$ 3,718.00
		TOTAL [A] & [B]	<u>\$ 4,541.48</u>

CALENDAR OF EVENTS

October 1982

- October 4 - 5th Grade Reference Workshop-Rensselaer
9:30-10:30 Souza; 1:00-2:00 Wright
- 5 - 5th Grade Reference Workshop-Rensselaer
9:30-10:30 Schulenberg
Quilting Workshop-7:30-Rensselaer
Busy Daze-1:00-Wheatfield
Story Time-10:00-11:00-DeMotte
Self-Defense (6 sessions)-7:30-Wheatfield
- 6 - Staff Meeting-(ILL)-3:00-5:00-Rensselaer
Story Time- 9:30-10:00; 10:30-11:00-Rensselaer
Story Time- 10:00-11:00-Wheatfield
- 7 - Census Workshop-Chicago-Ethel & Sharon
- 8 - 5th Grade Reference Workshop-Rensselaer
9:45-10:45 Markward
- 11 - 5th Grade Reference Workshop-Rensselaer
1:45-2:45 St. Augustine School
Board Meeting-7:00-Rensselaer
Crocheting Workshop-7:00-DeMotte
- 12 - Counted CrossStitch-7:30-Rensselaer
Busy Daze-1:00-Wheatfield
Time Sheets Due
- 13 - Story Time-9:30-10:00; 10:30-11:00-Rensselaer
Story Time-10:00-11:00-Wheatfield
- 14 - State Hearing on Budget-1:30
- 15 - 5th Grade Reference Workshop-Rensselaer
10:00-11:00 Effinger
Pay Day
- 18 - Liquid Embroidery-7:00-DeMotte
- 19 - Story Time-10-11-DeMotte
Padded Picture Frames-7:00-DeMotte
Humane Society-7:30-Rensselaer
Busy Daze-1:00-Wheatfield
NIALSA Executive Board Meeting-9:30-Chesterton
- 20 - Staff Meeting-3:00-5:00-Rensselaer
Story Time-9:30-10:00; 10:30-11:00-Rensselaer
- 21 - CLOSED FOR ILA CONFERENCE
Cornhusk Dolls-7:00-DeMotte
Rangers of the Thea Ki Ki (Mountain Men)-7:30-Rensselaer
- 26 - Busy Daze-1:00-Wheatfield
Story Time-10:00-11:00-DeMotte
Time Sheets Due
- 27 - Story Time-9:30-10:00; 10:30-11:00-Rensselaer
Story Time-10:00-11:00-Wheatfield
- 29 - Pay Day

CONSOLIDATED INSURANCE
Rensselaer, Indiana

\$3,849.00

PROPERTY COVERAGE

Rensselaer Library:

Building-Rensselaer	\$238,500	Replacement Cost
Optional Perils-Building		
Contents	\$102,500	ACV
Optional Perils-Contents		
Deposit Box	\$ 660	
Boiler Policy	\$500,000	Repair & Replacement

Wheatfield Library:

Contents-Wheatfield	\$ 18,100	
Optional Perils-Contents		
Improvements & Betterments		
Optional Perils-Improvements		
& Betterments		
Deposits	\$ 660	

DeMotte Library:

Building-DeMotte	\$217,400	Replacement Costs
Optional Perils-Building		
Contents	\$ 38,600	ACV
Optional Perils-Contents		
Deposit Box	\$ 660	

Valuable Papers Blanket - \$495,000

LIABILITY COVERAGE

Comprehensive General Liability	\$500,000
Non-owned Automobiles	\$500,000
Broad Form Comprehensive General Liability	
Medical Pmts.	\$1,000/10,000
Workers Compensation/Employers Liability	\$100,000

November 8, 1982

3

AGENDA.....NOVEMBER 8, 1982

1. Minutes
2. Director's Report
 - 2.1 Monthly Report
 - 2.2 ILA Conference
 - 2.3 Insurance
3. Bills To Be Allowed
4. Committee Reports
5. DeMotte Business
6. Wheatfield Business
7. Rensselaer Business

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

October 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	51	37	0
c. No. of transactions	63	46	0
d. Films			
No. of films	30		
No. of viewers	824		
2. REGISTRATION			
a. Borrowers added	23R 46C	27	3
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	96		
b. In person	136	218	
LOCAL HISTORY - 17 people 13 Microfilms 7 Letters			

October

1982 - 12,691
(508/day)1981 - 13,408
(515/day)

January-October

1982 - 121,797

1981 - 112,356

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated 171.1 items/day	# added	# owned	# withdrawn	# circulated 90.7 items/day	# added	# owned	# withdrawn	# circulated..
ADULT BOOKS												
Fiction	32			830	13			392	14			583
Non-fiction	68			909	16			240	11			280
CHILDREN'S BOOKS												
Fiction	11			1164				835	1			833
Non-fiction	12			471				225				252
PAMPHLETS	65		2	30				31				15
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				277				110				225
CHILDREN'S MAGAZINES				8								
SOUND RECORDINGS				105				52				208
MCNAUGHTON												
PAPERBACKS	3			483	10			382				3751
TOTALS	191		2	4277	39			2267	26			6147

MINUTES.....October 11, 1982

The Jasper County Public Library Board Meeting was called to order at 7:00 p.m. The following members were present: Bill Downard, president; Lynn Daugherty, vice-president; Jim Lefler, secretary; Miriam Lawyer, and Frank Wright; and Cathy Rodeffer, director.

Minutes of the September 1982 meeting were reviewed. Motion to approve the minutes was made by Frank Wright and seconded by Lynn Daugherty. The motion passed.

In relation to the Director's report, Cathy pointed out that Bob Campbell of the State Board Tax Commissioners indicated certified shares amount of library funding will probably be lower, but the tax levy should be higher. Library circulation for the past month is 10% higher than last year for the same period.

Regarding the financial report, about 74% of the budget has been expended. A motion to renew a Certificate of Deposit, now matured, was made by M. Lawyer and seconded by F. Wright. The motion passed.

A motion to approve current "Bills To Be Allowed" was made by L. Daugherty and seconded by J. Lefler. Motion passed.

In system business, property and liability insurance quotations from Smith Insurance and Farm Bureau Insurance were discussed. More accurate, and probably higher, replacement cost appraisals will be needed for the board to make a decision on an insurance carrier at the November meeting. A motion to pay an appraiser's fee, if needed, was made by L. Daugherty and seconded by J. Lefler. The motion passed.

Cannon Construction will begin the attic insulation of the DeMotte branch. Estimates for storm windows will also be investigated. Temporary storm windows may be fabricated for the coming winter. The Kankakee Valley School Board withdrew its request for the DeMotte Branch basement for housing a kindergarten class.

Possibilities for obtaining a building to house the Wheatfield branch were discussed.

There was no current Rensselaer Library business discussed.

As an outcome of the executive session, Lynn Daugherty made a motion, seconded by Bill Downard, to raise the Director's salary \$500 and to pay all but one dollar of the medical insurance premium; and insurance is to be obtained through the Small Libraries Insurance group. The motion passed.

The board meeting adjourned at 9:45 p.m.

BILLS TO BE ALLOWED.....NOVEMBER 8, 1982

Utilities

City of Rensselaer	(22)	Rensselaer	\$ 264.81
Nipsco	(22)	DeMotte	173.46
Nipsco	(22)	Wheatfield	
Northwestern Ind. Telephone Co.	(213)	DeMotte	27.76
United Telephone Co.	(213)	Rensselaer	116.82
United Telephone Co.	(213)	Wheatfield	56.68
		TOTAL [A]	\$ 639.53

Claims Allowed

A.E. Boyce Co., Inc.	(321)	Library Supplies	51.01
American Library Assoc.	(73)	Subscription	40.00
Apple Tree Press	(73)	Books -(Ck.#3947)	39.80
Baker & Taylor	(73)	Books -\$1,042.83	1,108.75
	(73)	Books (GIFT FUND)-\$65.92	
Brodart, Inc.	(73)	Books-\$93.56;	107.79
	(321)	Library Supplies-\$14.23	
Consolidated Insurance Agency	(51)	Workmen's Comp. Policy	150.00
Demco, Inc.	(321)	Library Supplies-\$46.18	48.38
	(313)	Office Supplies-\$2.20	
Doubleday & Co., Inc.	(73)	Books	10.55
East West Learning Corp.	(73)	Books	152.73
Gagnon, Rebecca	(214)	Mileage	36.00
Great Lakes Copy Supply	(321)	T-D Packs	102.50
Harvey's	(313)	Office Supplies	2.06
Heritage Office Products, Inc.	(313)	Office Supplies-\$51.75;	191.57
	(321)	Library Supplies-\$30.64;	
	(722)	Office Equipment-\$109.18	
H.W. Wilson Co.	(73)	Subscriptions	130.00
Ingram Book Co.	(73)	Books	24.44
Johnson's Trash Removal	(251)	DeMotte Trash Pick-Up	7.00
Lear, Janet	(321)	Library Supplies (Candy Demo)	15.00
Main Line Book Co.	(73)	Books	42.06
Reading Enrichment Co., Inc.	(73)	Cassettes	310.71
Rensselaer Police Dept.	(251)	Alarm System Service	10.00
Ricker, Lois	(214)	Mileage	20.80
Rodeffer, Catherine A.	(214)	Mileage-\$62.60;	409.05
	(214)	Prof. Meeting-\$30.50;	
	(251)	Insurance Allotment-\$300.00;	
	(73)	Book-\$15.95	
Rodeffer, Catherine A.		Petty Cash-DeMotte-postage	15.00
Rodeffer, Catherine A.		Petty Cash-Wheatf.-postage	7.94
Rodeffer, Catherine A.		Petty Cash-Rens.-post.-\$18.19;	19.08
		Library Supplies-\$.89	
Schulenberg, Chris	(251)	Services Contractual-Ck.#3948	10.00
Stackpole Books	(73)	Books-Ck.#3946	87.87
Tom's Supermarket	(321)	Library Supplies	4.94
Top Quality Chemicals	(322)	Janitorial Supplies	29.70
Vigeant, Jeanette	(214)	Prof. Meeting	19.50
Wall St. Journal	(73)	Subscription	165.00
Whited, Mary Kay	(214)	Mileage	50.00
Yoder, Ethel	(214)	Mileage	78.20
		TOTAL [B]	\$ 3,507.43
		TOTAL [A] + [B]	\$ 4,146.96



North Van Rensselaer Street

Rensselaer, Indiana 47978

MONTH OF OCTOBER 1982

Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation
----------------------------	---------------------	------------------	-------------------------

Librarian	15,500.00	1,458.32	14,291.66	1,208.34
Assistants	70,450.00	6,082.08	56,500.74	13,949.26
Janitors	3,350.00	257.30	2,065.99	1,284.01
Other Compensation	750.00			750.00
Communication & Transportation	6,150.00	1,517.56	4,853.79	1,296.21
Heat, Light, Water	8,477.00	93.26	5,546.45	2,930.55
Printing & Advertising	800.00		115.82	684.18
Repairs	5,250.00	567.87	4,645.04	604.96
Services Contractual	4,050.00	27.00	3,832.45	217.55
Office Supplies	1,100.00	5.75	1,018.50	81.50
Lib. & Janitorial Supplies	4,400.00	292.16	3,544.37	855.63
Insurance & Bonds	4,500.00		3,929.00	571.00
Rent and Dues	325.00		194.00	131.00
OASI-Pub. Emp. Retirement Fund	6,100.00	975.79	5,892.87	207.13
Trans. to Lib. Improv. Fund	7,500.00		7,500.00	.00
Equipment	6,887.92	2.35	6,090.61	797.31
Books	40,000.00	2,108.70	29,605.80	10,394.20
	<u>185,589.92</u>	<u>13,388.14</u>	<u>149,627.09</u>	<u>35,962.83</u>

Balance of All Funds Ending	86,237.88
Plus Deposits	1,094.28
Minus Checks Written	<u>13,388.14</u>
Ending October Balance of All Funds	<u>73,944.02</u>

JASPER COUNTY PUBLIC LIBRARY

Con't

October 1982

Page 2 of 2 sheets

BREAKDOWN OF ALL FUNDS ENDING OCTOBER 1982

CHECKING ACCOUNT - State Bank of Rensselaer

Operating Balance in Checking Account 7,924.87

Rensselaer Gift Money in Checking Account 326.00

Bond Money in Checking Account 91.60

Total Money in Checking Account 8,342.47

INVESTMENTS AND BOND MONEY

Operating Money - Cert. of Deposit No. 8649

State Bank of Rensselaer @ 11.357 % Interest

Due Feb. 9th, 1983 10,000.00

Operating Money - 26 Week Money Market Certificate

No. 8308 State Bank of Rensselaer @ 12.843 % Interest

Due Nov. 15th, 1982 15,000.00

Library Improvement Reserve Fund Money - Certificate

of Deposit No. 8396 State Bank of Rensselaer @ 12.753 %

Interest Due Dec. 14th, 1982 15,500.00

Building Improvement Reserve Fund - Certificate of

Deposit No. 7612 Farmers and Merchants National Bank

@ 13.098 % Interest Due Jan. 1st, 1983 15,200.00

Total Investments 55,700.00

PASSBOOK SAVINGS ACCOUNT - State Bank of Rensselaer

Operating Money in Savings 4,566.21

Rensselaer Gift Money in Savings 4,769.71

DeMotte Gift Money in Savings 188.07

Wheatfield Gift Money in Savings 145.21

LIRF Money in Savings 232.35

Total Passbook Savings 9,901.55

Total of all Funds Ending October 1982 73,944.02

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch
DeMotte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

November 8, 1982

The Jasper County Public Library Board hereby resolves to transfer the following funds within the major classification, Personal Services (1).

	<u>Amount Requested</u>	<u>Amount Appropriated</u>
Library Operating Fund		
1. Personal Services		
11. Salary of Librarian	\$ 1,750.00	\$ 1,750.00

	<u>Amount Requested</u>	<u>Amount Reduced</u>
Library Operating Fund		
1. Personal Services		
12. Salary of Assistants	\$ 1,000.00	\$ 1,000.00
14. Other Compensation	\$ 750.00	\$ 750.00

William L. Dowd

Miriam Sawyer

Aymé C. Daugherty

Mary Ludo Casey

Barbara Grille

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch
DeMotte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

November 8, 1982

The Jasper County Public Library Board hereby resolves to transfer the following funds within the major classification, Services Contractual (2).

	<u>Amount Requested</u>	<u>Amount Appropriated</u>
Library Operating Fund		
2. Services Contractual		
25 Services, other contractual	\$ 350.	\$ 350.

	<u>Amount Requested</u>	<u>Amount Reduced</u>
Library Operating Fund		
2. Services Contractual		
23 Printing & Advertising	\$ 350.	\$ 350.

William L. Downard

Barbara Spittle

Aymie D. Laugherty

Miriam Sawyer

Mary Linda Casey

JASPER COUNTY PUBLIC LIBRARY

NOVEMBER CALENDAR

- November 2 ELECTION DAY
Busy Daze at Wheatfield - 1:00 p.m.
Self Defense at Wheatfield - 7:30 p.m.
Save The Children Meeting at DeMotte - 7:00 p.m.
Story Time at DeMotte - 10:00-11:00 a.m.
- 3 Story Time at Rensselaer - 9:30-10:00; 10:30-11:00 a.m.
Story Time at Wheatfield - 10:00-11:00 a.m.
- 4 Candy Demonstration at Rensselaer - 7:30 p.m.
AA Meeting at DeMotte
- 8 Board Meeting at Rensselaer - 7:00 p.m.
Bookkeeping Workshop at Plymouth, In. - 9:30 a.m.
- 9 Busy Daze at Wheatfield - 1:00 p.m.
Story Time at DeMotte - 10:00-11:00 a.m.
Self Defense at Wheatfield - 7:30 p.m.
- 10 Story Time at Rensselaer - 9:30-10:00; 10:30-11:00 a.m.
Story Time at Wheatfield - 10:00-11:00 a.m.
- 11 VETERAN'S DAY
Friends of Library Meeting at Wheatfield - 7:30 p.m.
AA Meeting at DeMotte
- 15 Make-Up and Skin Care Program at DeMotte - 7:00 p.m.
Pay Day
- 16 Story Time at DeMotte -10:00-11:00 a.m.
Busy Daze at Wheatfield - 1:00 p.m.
- 17 Story Time at Rensselaer -9:30-10:00; 10:30-11:00 a.m.
Story Time at Wheatfield - 10:00-11:00 a.m.
Brass Rubbings Demonstration at DeMotte -7:00 p.m.
- 18 Embroidery at DeMotte -7:00 p.m.
Historical Society Meeting at Wheatfield - 1:30 p.m.
AA Meeting at DeMotte
- 19 Christmas Crafts at DeMotte - 7:00 p.m.
- 23 Busy Daze at Wheatfield - 1:00 p.m.
Story Time at DeMotte - 10:00-11:00 a.m.
- 24 Story Time at Rensselaer - 9:30-10:00; 10:30-11:00 a.m.
Story Time at Wheatfield - 10:00-11:00 a.m.
- 25 THANKSGIVING DAY - LIBRARY CLOSED
- 30 Story Time at DeMotte - 10:00-11:00 a.m.
Busy Daze at Wheatfield - 1:00 p.m.
Pay Day

EMPLOYMENT
OPPORTUNITIES

BRANCH SUPERVISOR: MLS/Librarian III Certification and one year experience preferred. Responsible for supervising operations of two libraries. Send resume by December 15 to: Cathy Rodeffer, Director, Jasper County Public Library, 301 N. Van Rensselaer St., Rensselaer, In. 47978.

LIBRARY BRANCH MANAGER: Certification IV preferred; two years college required. Responsible for daily operations of branch library. Send resume by November 26 to : Cathy Rodeffer, Director, Jasper County Public Library, 301 N. Van Rensselaer St., Rensselaer, In. 47978. No phone calls please.

December 13, 1982

AGENDA.....DECEMBER 13, 1982

1. Minutes
2. Bills To Be Allowed
3. Monthly Reports
 - 3.1 Financial
 - 3.2 Circulation
4. Director's Report
5. Committee Reports
6. Rensselaer Business
 - 6.1 Copier
 - 6.2 Puppet Stage
7. DeMotte Business
 - 7.1 Branch Manager
 - 7.2 Status of Supervisor Applicants
8. Wheatfield Business
 - 8.1 Land Lease
9. Executive Session

MINUTESNOVEMBER 8, 1982

The regular meeting of the Jasper County Public Library board was held on November 8, 1982 at 7:00 p.m. at the Rensselaer Headquarters. Those present were trustees Mary Linda Casey, Miriam Lawyer, Lynn Daugherty, Barbara Gribble, William Downard, and Cathy Rodeffer, director.

The minutes were read. M. Casey moved to accept the minutes and L. Daugherty seconded. The motion carried.

Director's Report

C. Rodeffer reported on the activities of the ILA-ILTA Conference. Highlights included speakers Nat Henthoff, Tom Mullins, and Jamie Gilson.

Ms. Rodeffer then discussed the library's insurance reporting that Mike Smith of Consolidated Insurance could obtain a free appraisal of the Rensselaer property from INA Insurance who would then bid on the insurance package. Consensus was to have INA proceed with the appraisal.

It was then reported that the library had received \$30,160 in Certified Shares and \$2,284 in property tax replacement. Considering November and December expenses, the resulting 1983 operating balance would be approximately \$40,000 which includes a \$10,000 C.D.

Martha Daugherty, accountant, and C. Rodeffer attended a bookkeeping workshop in Plymouth on November 8. New ledger forms were discussed as well as other prescribed forms. The new ledger forms were changed to correspond with the 1983 budget forms.

Bills To Be Allowed

Bills to be allowed were presented. L. Daugherty moved to accept the bills and M. Lawyer seconded. The motion passed.

Financial Reports

The Financial report was discussed. C. Rodeffer requested transferring funds: \$1,750 from Salary Of Assistants and Other Compensation to Salary Of Librarian; and \$350 from Printing & Advertising to Services, Other Contractual. L. Daugherty moved to accept the transfers, and B. Gribble seconded. The motion carried.

Circulation report was presented. The number of items circulated was down 717 items from October 1981, but total circulation for the year was up 9,441 items over 1981.

System Business

C. Rodeffer discussed two positions to be filled. Since the budget passed intact, the position of branch supervisor will be available January 1, 1983. Due to the resignation of Mary Kay Whited, the position of branch manager will be available December 15, 1982. C. Rodeffer reported that the positions would be advertised in local papers, Focus and Gary Post.

President Downard appointed the president and secretary to the nominating committee to present a slate of officers at the December meeting.

Minutes (continued).....November 8, 1982

DeMotte Business

C. Rodeffer reported an ambiguity in recommendations from the State Board of Accounts and the State Board of Tax Commissioners regarding contracting for insulation at the DeMotte Library and paying in January. C. Rodeffer will contact Tom Edwards before proceeding. A suggestion was made to transfer book money to repairs to cover the cost.

Wheatfield Buisness

C. Rodeffer and W. Downard are to meet with Clyde Zeek before next board meeting to discuss possible purchase of land at Wheatfield Library.

Rensselaer Business

C. Rodeffer reported the poor quality copies of the Rensselaer copy machine. W. Downard commented that the library should provide the best copy service possible. A bid of \$2,290 was presented for a Monroe RL-612 Plain Paper Copier. Ms. Rodeffer further commented on the cost of operation of the current machine which barely covers the cost of supplies, maintenance, and is approaching four years old. The Monroe gives good quality regular copies as well as transparencies and catalog cards. L. Daugherty moved and M. Casey seconded a motion to purchase the Monroe Copier, sell or donate the Savin, and put any resulting money from the sale or donation in appropriate account. The motion carried.

With no further business, the meeting adjourned at 8:25 p.m.

BILLS TO BE ALLOWED.....DECEMBER 13, 1982

Utilities

City of Rensselaer	(22)	Rensselaer	\$ 272.17
NIPSCO	(22)	DeMotte	294.23
NIPSCO	(22)	Wheatfield	94.47
Northwestern Ind. Telephone Co.	(213)	DeMotte	25.53
United Telephone Co.	(213)	Rensselaer	<u>110.43</u>
		Total [A]	\$ 796.83

Claims Allowed

Arco Publishing Co., Inc.	(73)	Books	29.75
Associated Libraries, Inc.	(73)	Books	40.38
Baker & Taylor	(73)	Books	2,160.64
Becker, Margie	(214)	Mileage	8.80
B&M Sales & Service	(251)	Fire Equipment Check-up	27.25
Brodart, Inc.	(73)	Books-\$449.48	550.14
	(321)	Sysdac Tapes-\$100.66	
Central Research Systems	(73)	Book-Ck.#3565	3.50
Columbia Special Products	(73)	Subscription - Records	295.00
Daugherty, Lynn	(214)	Prof. Meeting-Ck.#4033	14.80
Daugherty, Martha	(214)	Mileage	28.00
Demco, Inc.	(321)	Library Supplies	15.42
East West Learning Center	(73)	Books	5.00
Ebsco Subscription Service	(73)	Subscription	1.16
Finnell, Merlin C.	(214)	Mileage	14.00
Franklin-Watts, Inc.	(73)	Books	205.61
Great Lakes Copy Supply	(321)	TD Packs	102.50
Heritage Office Products, Inc.	(313)	Office Supplies-\$3.62;	13.67
	(321)	Library Supplies-\$10.05	
Highsmith Co., Inc.	(321)	Library Supplies	25.11
Illiana Genealogist	(73)	Subscription-Ck.#4032	7.00
Indiana Dept. of Revenue	(54)	RRMC No. Renewal-Ck. #4035	25.00
Ingram Book Co.	(73)	Books	24.15
Jasper Co. Farm Bureau Co-Op	(322)	Janitorial Supplies	15.35
Johnson's Trash Removal	(251)	DeMotte Trash Collection	7.00
Kankakee Valley Post-News	(231)	Ad Placements	8.70
Libraries Unlimited, Inc.	(73)	Books	56.51
Main Line Book Co.	(73)	Books	2,207.25
Marshall Cavendish Corp.	(73)	Books	42.95
Midwest Library Sales	(73)	Books	14.97
Mitchell Manuals, Inc.	(73)	Books	109.00
Monroe Systems for Business	(722)	Copier & Maintenance	3,013.90
		Agreement-\$2,954.00	
	(321)	TD Packs-\$59.90	
Post-Tribune	(231)	Ad Placements	29.96
Professional Media Service	(73)	Recordings	61.70
Rensselaer Police Dept.	(251)	Security Alarm Service	10.00
Rensselaer Republican	(231)	Ad Placements	33.40
Ricker, Lois	(322)	Janitorial Supplies	5.54
Rodeffer, Catherine A.	(214)	Mileage	31.20
Rodeffer, Catherine A.		Petty Cash-D.-postage	14.91
Rodeffer, Catherine A.		Petty Cash-R.-postage-\$13.69;	14.67
		library supplies-\$.98	
Rodeffer, Catherine A.		Petty Cash-W.-postage	7.78
Tom's SuperMarket	(322)	Janitorial Supplies	7.10
Yoder, Ethel	(214)	Mileage	<u>37.00</u>
		Total [B]	\$ 9,325.77
		TOTAL [A] & [B]	<u>\$10,122.60</u>

JASPER COUNTY PUBLIC LIBRARY

North Van Rensselaer Street

Rensselaer, Indiana 47978

Page 1 of 2 sheets

Month of November 1982					
		Beginning	Spent this	Spent to	Ending
		Appropriation	Month	Date	Appropriation
1	Librarian	17,250.00	1,458.32	15,749.98	1,500.02
2	Assistants	69,450.00	5,887.13	62,387.87	7,062.13
3	Janitors	3,350.00	250.00	2,316.14	1,033.86
4	Communication & Transportation	6,150.00	639.99	5,493.78	656.22
5	Heat/Light, Water	8,477.00	438.27	5,984.72	2,492.28
6	Printing & Advertising	450.00		115.82	334.18
7	Repairs	5,250.00		4,645.04	604.96
8	Services Contractual	4,400.00	327.00	4,159.45	240.55
9	Office Supplies	1,100.00	56.01	1,074.51	25.49
10	Lib. & Janitorial Supplies	4,400.00	295.09	3,839.46	560.54
11	Insurance & Bonds	4,500.00	150.00	4,079.00	421.00
12	Rent and Dues	325.00		194.00	131.00
13	OASI-Pub.Emp.Retirement Fund	6,100.00	740.70	6,633.57	-533.57
14	Trans.to Lib. Improv. Fund	7,500.00		7,500.00	.00
15	Equipment	6,887.92	109.18	6,199.79	688.13
16	Books	40,000.00	2,155.50	31,761.30	8,238.70
17		<u>185,589.92</u>	<u>12,507.74</u>	<u>162,134.43</u>	<u>23,455.49</u>
18					
19					
20					
21	Balance of All Funds Ending October 1982		73,944.02		
22	Plus Deposits		34,020.09		
23	Plus CD Cashed In		15,000.00		
24	Minus Checks Written		-12,573.26		
25	Minus New CD Purchased		- 15,000.00		
26	Ending Balance of All Funds November 1982		<u>95,390.85</u>		
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					



Month of November 1982

	1	2	3	4	
	BREAKDOWN OF ALL FUNDS ENDING November 1982				
1	Checking Account - State Bank of Rensselaer				1
2	Operating Balance in Checking Account	29,435.62			2
3	Rensselaer Gift Fund in Checking Account	262.08			3
4	Bond Money in Checking Account	91.60			4
5	Total Money in Checking Account			29,789.30	5
6					6
7	Investments and Bond Money				7
8	Operating Money - Certificate of Deposit No. 8649				8
9	State Bank of Rensselaer @ 11.357 % Interest				9
10	Due Feb. 9th, 1983	10,000.00			10
11	Operating Money - 26 Week Money Market				11
12	No. S-9283 @ State Bank of Rensselaer @ 8.64% Interest				12
13	Due May 16, 1983	15,000.00			13
14	Library Improvement Reserve Fund Money - Certificate				14
15	of Deposit No. #8396 State Bank of Rensselaer @				15
16	12.753 % Interest, Due Dec. 14th, 1982	15,500.00			16
17	Building Improvement Reserve Fund Money - Certificate				17
18	of Deposit No. #7612 Farmers and Merchants National				18
19	Bank @ 13.098 % Due Jan. 1st, 1983	15,200.00			19
20	Total Investments			55,700.00	20
21					21
22	Passbook Savings Account - State Bank of Rensselaer				22
23	Operating Money in Savings	4,566.21			23
24	Rensselaer Gift Money in Savings	4,769.71			24
25	DeMotte Gift Money in Savings	188.07			25
26	Wheatfield Gift Money in Savings	145.21			26
27	LIRF Money in Savings	232.35			27
28	Total Money in Passbook Savings			9,901.55	28
29	Total of All Funds Ending November 1982			95,390.85	29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

Nov. 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	36	31	0
c. No. of transactions	58	34	0
d. Films			
No. of films	40		
No. of viewers	604	Ethel will provide.	
2. REGISTRATION			
a. Borrowers added	64 R 73 C	61	20
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	113		
b. In person	142		
30 people visited local history room 19 microfilms 7 letters rec.			

Jan-Nov 1983
 1982 - 134,801
 1981 - 123,685

November
 13,004 - Nov 1982
 520/day

11,329 - Nov 1981
 453/day

52 films

130 ST

	RENSSELAER				DEMOTTE				WHEATFIELD			
	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated	# added	# owned	# withdrawn	# circulated
ADULT BOOKS												
Fiction	30		1	832	55			437	18			638
Non-fiction	28			1,405	100			244	30			307
CHILDREN'S BOOKS												
Fiction	6		70	1,055				699				783
Non-fiction	52		73	409				165	2			19
PAMPHLETS	18		18	53				1				12
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				184				158				232
CHILDREN'S MAGAZINES				18								
SOUND RECORDINGS	9			113				39				214
MCNAUGHTON												
PAPERBACKS			4	847				410				3520
TOTALS	143 125		148	4916	155			2,153	50			5935

197/day

86/day

237/day

Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch
DeMotte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

December 13, 1982

The Jasper County Public Library Board hereby resolves
to transfer the following funds within the major classification
Properties (7).

<u>Library Oper. Fund</u>	<u>Amount Requested</u>	<u>Amount Appropriated</u>
(72) Equipment	\$ 2266	\$2266

<u>Library Oper. Fund</u>	<u>Amount Requested</u>	<u>Amount Reduced</u>
(73) Books	\$ 2266	\$2266

Barbara Cribble

Lynn Daugherty

William L. Dornand

James A. Sefler

Miriam Sawyer

Nancy Linda Casey

Franklin D. Holt

JANUARY 1983

BOARD OF TRUSTEES

AGENDA.....JANUARY 10, 1983

1. *Call for formation of Board of Finance.*
2. *Election of president and secretary.*
3. *Adjournment.*

BOARD OF TRUSTEES

AGENDA.....JANUARY 10, 1983

1. Minutes.
2. Bills To Be Allowed.
3. Director's Report.
4. Monthly Reports.
 - 4.1 Circulation
 - 4.2 Financial
5. Committee Reports.
 - 5.1 Bylaws
6. DeMotte Business.
7. Wheatfield Business.
8. Rensselaer Business.
9. Executive Session.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	59	48	3
b. Received	39	33	3
c. Outstanding	20	15	0
d. Films			
No. of Films	34		
No. of Viewers	479		
2. REGISTRATION			
a. Borrowers Added	26R 22C	5	3
b. Total Registered			
3. REFERENCE QUESTIONS			
a. Telephone	76	46	85 total
b. In Person	68	48	
4. LOCAL HISTORY-GENEALOGY			
a. In person	7		
b. Microfilms Used	6		
c. Research by Mail	6		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH, ENDING December 19 82

	<u>19 82</u>	<u>19 81</u>
Monthly Circulation	<u>12,267</u>	<u>8,068</u>
Daily Average	<u>511</u>	<u>336</u>
January to Date	<u>148,929</u>	<u>131,753</u>
Total Circulation	<u>147,066</u>	<u>12,267</u>

Rensselaer	<u>154</u>	/day
DeMotte	<u>80</u>	/day
Wheatfield	<u>277</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	36		1	688	11			339	9			582
Non-Fiction	42			842	8			250	11			270
Paperbacks	22C 4A		1	669	2			373				4,013
CHILDREN'S BOOKS:												
Fiction	71		27	815	2			622	1			859
Non-Fiction	60		5	249	3			140				346
FILMSTRIPS				4								
MAGAZINES:												
Adult				217				114				296
Children				11								
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
PAMPHLETS	59		2	89				52				28
SOUND RECORDINGS	6			108				34				257
TOTALS	300		33	3,692	26			1,924	21			6,651

MINUTES.....DECEMBER 13, 1982

The regular meeting of the Jasper County Library Board met at the Rensselaer headquarters at 7:00 p.m. All board members were in attendance and Cathy Rodeffer, director.

Minutes

The minutes of the December meeting were approved. A motion to approve was made by L. Daugherty and was seconded by F. Wright.

Financial Reports

The current financial report was reviewed. The negative balance in the OASI account is due to current increased unemployment insurance payments.

A motion was made by L. Daugherty and was seconded by M.L. Casey to transfer \$2266 from the appropriation account (73) Books to appropriation account (72) Equipment. The motion passed.

A motion was made by J. Lefler and was seconded by M.L. Casey to transfer all funds (\$15,500) from the LIRF Certificate of Deposit #8396 to an insured money market account as of the maturity date of the C.D. The motion was passed. A final motion in this area was made by F. Wright and was seconded by L. Daugherty to authorize the board president and treasurer to make a short term loan IF NEEDED to pay the December 30, 1982 Bond Improvement Reserve Fund payment. The motion was passed.

Circulation Report

The library circulation overall is good. It is up about 8.9% over last year.

System Business

Standing Committees reported the following:

The By-law Committee is making good progress with completed proposals intended for the January meeting.

The Nominating Committee has attained some nominees. A full slate is anticipated for the January Meeting.

A new deadline of December 31, 1983 has been set for receiving applications for the Library Branch Supervisor.

The requirements for designating a system depository was discussed.

Rensselaer Business:

A new Monroe Plain Paper Copier has been purchased.

The puppet stage, borrowed by the Tri-Kappa, will be painted by them.

The advantages of a new phone system were discussed.

Minutes (continued).....December 13, 1982

DeMotte Business:

Kathy Ireland, the newly hired DeMotte Branch Manager, was introduced to the board. Mary Kay Whited's resignation was received.

Wheatfield Business:

The land is to be surveyed and described legally for possible leasing from the Kankakee Valley School Corporation as a site for a Wheatfield branch building. The county surveyor, Mike Kingman, is to do the surveying.

The board meeting adjourned at 8:20 p.m.

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

January 10, 1983

The Jasper County Library Board hereby establish a Cash Change Fund in the amount of thirty dollars (\$30.00) to be divided equally among Rensselaer, DeMotte, and Wheatfield library. The fund is for use in making change for daily desk collections. The custodian of this fund is to be Catherine A. Rodeffer, director.

Barbara Grubbe

Mary Linda Casey

Frank D. W. H.

James A. Lefler

Con't

Month of December 1982

BREAKDOWN OF ALL FUNDS ENDING DECEMBER 1982			
Checking Account - State Bank of Rensselaer			
Operating Balance in Checking Account	65,285.06		
Rensselaer Gift Money in Checking Account	414.08		
Bond Money in Checking Account	3,756.33		
LIRF Money in Checking Account	16,485.65		
Total Money in Checking Account		85,941.12	
Investments and Bond Money			
Operating Money - Certificate of Deposit No. 8649			
State Bank of Rensselaer @ 11.357% Interest			
Due Feb. 9th, 1983	10,000.00		
Building Improvement Reserve Money - Certificate			
of Deposit No. 7612 - Farmers and Merchants National			
Bank @ 13.098% - Due Jan. 1st, 1983	15,200.00		
Operating Money - 26 Week Money Market			
No. S-9283 @ State Bank of Rensselaer @			
8.64% Interest, Due May 16th, 1983	15,000.00		
Total Investments		40,200.00	
Passbook Savings Account - State Bank of Rensselaer			
Operating Money in Savings	4,627.11		
Rensselaer Gift Money in Savings	4,832.84		
DeMotte Gift Money in Savings	190.57		
Wheatfield Gift Money in Savings	147.18		
LIRF Money in Savings	235.38		
Total Money in Passbook Savings		10,033.08	
Total of All Funds Ending December 1982		136,174.20	
*Liability - State Bank Loan 12,986.25			



JASPER COUNTY PUBLIC LIBRARY

North Van Rensseler Street

Rensselaer, Indiana 47978

MONTH OF DECEMBER 1982

Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation
----------------------------	---------------------	------------------	-------------------------

Librarian	17,250.00	1,458.32	17,205.30	44.70
Assistants	69,450.00	5,880.44	68,268.31	1,181.69
Janitors	3,350.00	253.75	2,569.89	780.11
Communication & Transportation	6,250.00	307.12	5,800.90	449.10
Heat, Light, Water	8,477.00	714.78	6,699.50	1,777.50
Printing & Advertising	450.00	72.06	187.88	262.12
Repairs	5,250.00		4,645.04	604.96
Services Contractual	4,400.00	374.22	4,533.67	(-133.67)
Office Supplies	1,100.00	3.62	1,078.13	21.87
Lib. & Janitorial Supplies	4,400.00	341.63	4,181.09	218.91
Insurance & Bonds	4,737.00		4,079.00	658.00
Rent and Dues	325.00	25.00	219.00	106.00
OASI-Pub. Emp. Retirement Fund	6,100.00	757.41	7,390.98	(1,290.98)
Transfer to Lib. Improv. Fund	7,500.00		7,500.00	.00
Equipment	9,153.92	2,954.00	9,153.79	.13
Books	37,734.00	5,710.55	37,471.85	262.15
	185,926.92	18,852.90	180,984.33	4,942.59

Balance of All Funds Ending November 1982

95,390.85

Plus Deposits

+ 72,490.97

Minus Checks Written

- 31,839.15

Balance of All Funds Ending December 1982

136,042.67

*Plus Savings Account Interest

131.53

Ending Balance of All Funds - December 1982

136,174.20

BILLS TO BE ALLOWED.....JANUARY 10, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 334.16
NIPSCO	(3.51) DeMotte	329.53
NIPSCO	(3.51) Wheatfield	
Northwestern Ind. Telephone Co.	(3.21) DeMotte	28.84
United Telephone Co.	(3.21) Rensselaer	126.11
United Telephone Co.	(3.21) Wheatfield	28.34
	TOTAL [A]	\$ 846.98

Claims Allowed

A.E. Boyce Co., Inc.	(2.11) Official Records	25.34
Arnold, Chuck	(3.61) Repairs & Maint.-Ch.#4096	235.00
Baker & Taylor	(4.51) Books-\$333.21;	872.18
	Gift Fund-Books-\$544.88	
Bierma Hardware	(3.61) Repairs & Maint.-W	43.16
Brodart Inc.	(4.51) Books-\$106.98	156.33
	(2.41) Sysdac Tape-\$49.35	
Campbell Printing Co.	(2.12) Stationery & Printing	166.00
Children's Choice Books	(4.51) Books	484.21
Congressional Quarterly, Inc.	(4.52) Annual Subscription	312.00
Daisey Book Co.	(4.51) Books	354.51
Demco Inc.	(2.41) Other Library Sup.-\$9.55;	79.29
	(2.13) Office Supplies-\$17.48;	
	(4.51) Book Processing-\$52.26	
DeMotte Office Supply	(2.13) Office Supplies	5.47
Gagnon, Rebecca	(2.41) Other Library Sup.	12.00
Great Lakes Copy Supply	(3.95) Maintenance Contract	400.00
Harvey's	(2.31) Repair & Maint. Sup.-\$5.53;	7.73
	(2.13) Office Supplies-\$2.20	
Heritage Office Products, Inc.	(3.95) Maintenance Contract-\$95.00;	183.37
	(2.13) Office Supplies-\$88.37	
Indiana Historical Society	(3.91) Membership Dues	15.00
Ingram Book Co.	(4.51) Books	644.05
Johnson's Trash Removal	(3.96) Trash Pick-up-D.	7.00
Main Line Book Co.	(4.51) Books	58.73
Merlin C. Finnell	(4.51) Books	108.80
Monroe Systems for Business	(2.41) Copy Paper	332.95
National Geographics Society	(4.51) Book	6.95
Postmaster General	(3.22) Postage Stamps	100.00
Quill Corporation	(2.41) Other Library Sup.-\$30.86;	109.17
	(2.13) Office Supplies-\$78.31	
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Ribordy Drugs	(2.41) Other Library Supplies	3.25
Rodeffer, Catherine A.	(3.23) Mileage	72.00
Rodeffer, Catherine A.	(3.97) Petty Cash-D.	30.00
Rodeffer, Catherine A.	(3.97) Petty Cash-R.	40.00
Rodeffer, Catherine A.	(3.97) Petty Cash-W.	30.00
Rodeffer, Catherine A.	Cash Change Fund	30.00
Saint Cecilia's Church	(4.51) Books	23.85
Saturday Evening Post Books	(4.51) Books	8.55
Schultz Family Store	(2.21) Janitor Supplies	14.26
Tom's Supermarket	(2.21) Janitor Supplies	10.56
Tysen's Country Store	(2.21) Janitor Supplies	18.56

Canon Construction - 1466.50

TOTAL [B] \$ 5,010.27

TOTAL [A] & [B] \$ 5,857.25

January 5, 1983

Dear Board Members,

I sincerely hope everyone had a pleasant holiday season. Mine was extra special this year. As most of you have probably heard, I became engaged at Christmas. We set the date for March 5, 1983. Now that I have that settled, I can finally concentrate more on work. As you can imagine, I spent the last couple of weeks of December about 3 feet off the ground.

Kathy Ireland has begun to settle into DeMotte. She is learning fast and asks good questions. Her business savvy is proving to be a great asset. I definitely think she is a good addition to the staff.

Emmy requested to work a four day week on a permanent basis. She will be working Monday-Thursday. Since she will only be here 32 hours/week, her pay will be 80% of the 1983 appropriated amount. Her duties will remain the same with some assistance from Jan Vigeant. Emmy recently completed a selections course at Gary-IU Northwest for which she earned an A. She is now eligible for a Librarian V certificate.

Becky is working 30 hours/week until May. She is continuing to work on a masters in media at Purdue.

Garth Snow is heading a effort to establish a "Friends of the Rensselaer Library" group. He, Ethel, and I have planned an organizational meeting for Jan. 24 at 7:30 pm. With the right leadership and direction, I believe that a "Friends" group will be a definite asset to the library.

As some of you may be aware on Dec. 30, 1982, the library was no longer able to obtain films through the Festival Films. In an effort to provide a film service for our area, NIALSA has joined the Film Circuit. This year I will serve as chairperson of the NIALSA Film Circuit committee which will determine where to house the films and how to distribute them. This membership will give us greater freedom in the use of films since there are no restrictions for teachers. These films will be available in August 1983.

Please note the 1983 holiday schedule for the library system. A vote needs to be taken at the this meeting.

Remember the regular meeting will begin following the brief meeting which will serve as the board of finance. I contacted the State Library who referred me to our local county board of finance. Bessie told me to have the board send the letters requesting proposals for depository designation. The board is then to decide which bank we wish to use and inform the county board of finance. We do not need to send letters to savings and loan institutions. Meeting will commence at 7:00 pm on Jan. 10, 1983 at the Rensselaer Library.



1983 HOLIDAY SCHEDULE

January 1	Saturday	New Year's Day
February 15	Tuesday	Washington's Birthday
April 1	Friday	Good Friday (12-3 p.m.)
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 24	Thursday	Thanksgiving Day
December 24	Saturday	Christmas Eve
December 26	Monday	Christmas Day
December 31	Saturday	New Year's Eve

News from Hearst

959 EIGHTH AVENUE, NEW YORK, NEW YORK 10019

*Catherine:
Thought this
might interest
you.
Hart*

FOR IMMEDIATE RELEASE:

SURVEY REVEALS 90% OF PARENTS AGAINST BOOK BANNING THE INDIVIDUAL PARENT AND CHILD SHOULD BE THE JUDGE

Who should keep books considered offensive out of the hands of impressionable children? How far can a parent press active interest before guidance becomes censorship? The issue confounds librarians, educators and parents alike. And the Constitution itself views freedom of expression and the pursuit of knowledge as essential, and protects it.

The problem of book banning is addressed in the January issue of Redbook in an article by Pulitzer Prize winning journalist Theresa Carpenter, and it reports findings of a related survey launched in August by the magazine itself. Readers were asked to tell who they thought should have the final say: The legislator and the courts? School principals? A committee of parents? Or the child or parent themselves? In an extraordinary return, 90 percent of the respondents claimed the right for the parent and child.

"The number of incidents of attempted censorship in both public schools and public libraries have tripled since the late '70s," the article notes. "A lot of this pressure to censor comes from the New Right where the 'Moral Majority,' for example, scours textbooks for what it considers 'Soviet propaganda.'"

But the article also reports on three published instances of challenges made against distribution of books from moderates by women who insist they are not book banners. An Ohio mother considers "a facetious passage" involving sexual behavior between a human being and a dog too strong for a ten-year-old. A California mother objected that a book about the slave traffic contained "vulgar and indecent language" and evoked racist taunts against her black son. A Texas woman, active in the National Organization of Women, protested textbooks failing to portray women's roles in an adequate way.

Redbook quotes the national PTA "Practical Strategies for Concerned Parents:" "Remember that although you have the right to limit your child's reading, you do not have the right to limit others' rights by demanding that a particular book be removed from a reading list or library. If you believe in freedom to read, offer to assist your school and library in the selection process and in a community education program."

#

121682hm

BYLAWS OF THE BOARD OF TRUSTEES
OF THE
JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

IDENTIFICATION

The organization shall be called the Board of Trustees of the Jasper County Public Library which exists by virtue of the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The organization exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

ARTICLE II

MEETINGS

Sec. 1 The regular monthly meeting will be held at 7:00 pm on the second Monday of each month. All meetings will be held at the Rensselaer Headquarters except the April and May meetings which will be held in Wheatfield and DeMotte respectively. Any proposed permanent changes in the regular meeting place or time should be presented at the December meeting.

Sec. 2 Special meetings may be called by the President or by any two board members provided that notice and purpose of such meetings is given 24 hours prior to the meeting.

Sec. 3 Executive sessions may be called by the President and must appear on the agenda of the meeting.

Executive sessions may be held only in the following instances:

- a. where authorized by federal or state statute*
- b. for discussion of strategy for: collective bargaining; invitation of, pending, or threatened litigation; implementation of security systems; or purchase or lease of real property*
- c. interview with industrial or commercial prospects or their agents*
- d. interviews with prospective employees*
- e. with respect to any employee's status or alleged misconduct*
- f. for discussion of confidential records*
- g. to discuss a job performance evaluation of individual employees*

Sec. 4 For all board meetings, four (4) members shall constitute a quorum.

Sec. 5 An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

- Sec. 6 Terms of officers shall be for one year beginning January 1.
- Sec. 7 Officers shall be elected for no more than two consecutive terms in the same office.
- Sec. 8 When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional years in that same office if elected.
- Sec. 9 The board shall annually elect a treasurer of the library district who may be either a member of the board or an employee of the library.

Notwithstanding any other law, the board may fix the rate of compensation for the services of the treasurer.

The treasurer shall:

- a. be the official custodian of all library funds.
- b. keep the financial records of the library.
- c. be responsible for the proper safeguarding and accounting for all library funds.
- d. issue a receipt for moneys received by the library district
- e. deposit money belonging to the library district in accordance with the law governing the deposit of public funds
- f. except as otherwise provided by law, issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library
- g. make financial reports of library funds and present the reports to the board as requested by the board
- h. transfer funds between accounts when necessary
- i. invest funds under the direction of the board

The board may prescribe the powers and duties of the treasurer consistent with the provisions of this chapter.

The treasurer may be removed by the board at any regular or special meeting by a majority vote of the entire membership of the board.

The board shall elect a successor treasurer if a vacancy occurs in that office.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody. The bond shall be:

Sec. 6 Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Sec. 7 All meetings are subject to Indiana "open door" meeting laws.
(IC 5-14-1.5)

Sec. 8 Recommended order of business

Approval of minutes
Financial report and bills
Director's report
Committee reports
System business
Wheatfield business
DeMotte business
Rensselaer business
Audience questions and comments
Executive session (when necessary)
Adjournment

Sec. 9 Public notice of date, time, and place of all meetings shall be posted two days prior to the meeting in the meeting place, and distribution of notices to the news media shall be filed by Jan 1 of each year for such notices.

Sec.10 The director shall unless excused attend meetings by shall have no vote.

ARTICLE III

OFFICERS OF THE BOARD

Sec. 1 The President shall preside at all board meetings, appoint all standing or special committees, and perform other such duties as are normally associated with the office or may be assigned to him/her by the board.

Sec. 2 The vice-president shall preside over meetings in the absence of the president.

Sec. 3 The secretary shall keep the minutes of the board meetings and record the following: date, time, and place; members present; general substance of all matters proposed, discussed, or decided; and record all votes taken. In the absence of the secretary or by action of the board, the director will perform said duties.

Sec. 4 The minutes shall be available within one week of the meeting and are to be open for public inspection and copying.

Sec. 5 The board shall elect officers at the December meeting. The nominating committee shall consist of two board members who will present a slate of officers. Nominations will be accepted from the floor but must have a second and the consent of the nominated

- a. *written by an insurance company licensed to do business in Indiana*
- b. *for the term of office of the treasurer*
- c. *in an amount determined by the board*
- d. *paid for with the money from the library funds*
- e. *payable to the state of Indiana*
- f. *approved by the board*
- g. *deposited in the office of the recorder of the county in which the library district is located.*

ARTICLE IV

LOANS

- Sec. 1 *Funds may be borrowed for the payment of debts only by resolution of the board.*
- Sec. 2 *The borrowing of funds shall be accomplished by any two of the following: president of the board, vice-president of the board, secretary of the board, and treasurer of the library district.*

ARTICLE V

COMMITTEES

- Sec. 1 *The President shall appoint standing committees at the January meeting. Standing committees shall consist of budget committee, bylaw and policy review committee, and nominating committee.*
- Sec. 2 *Other committees shall be appointed at the discretion of the President.*

ARTICLE VI

AMENDMENTS

- Sec. 1 *Amendments to these bylaws may be proposed at any meeting of the Board.*
- Sec. 2 *Voting on any proposed amendment will not occur until the next regular meeting following its proposal.*

Funding needed

Future of libraries may be in jeopardy

By Adele Mackanos
staff reporter

MERRILLVILLE — Lake County Public libraries are in trouble, library officials say, and unless extra funding can be appropriated, patrons now using valuable services of the library may find those services will be no longer available.

According to Virginia Maravilla, public relations spokesperson for the Lake County system, the effects of financial cutbacks, both state and federal, are "already being felt."

"We've had to make cuts in our library service hours. Central library is no longer open til 9 p.m. on Fridays, it's closing at 6 now," Maravilla said.

Other branches affected with earlier closings include Highland and Hobart.

Maravilla wouldn't elaborate on exactly how many staff members have also felt the cutbacks but said, "we haven't let anyone go, but if someone leaves their job, that job opening is not left open to be filled by someone else."

She stressed unless additional funding can be gotten, "our services are going to shrink."

Maravilla pointed out that one of the first areas patrons of the library system will feel the squeeze will be in the periodical (magazines) department.

"There may come a time when we'll (the system) be asking citizens to pay for the magazine they need. And while that wouldn't be any way to run a library, if bad comes to worse, we may have no choice," Maravilla said.

The problem has been worsening, Maravilla said, since the 1973 tax freeze. She that inflation has been a contributing factor.

"THERE'S NO doubt this is a critical problem. It's been a quiet process, because we (the system) haven't been shouting about from the roof tops, but it's not getting any better, and it may not be too long before our patrons realize just how serious this is. It may come to a point where patrons will be shocked to learn we don't have the book they need, and further, may never have it," Maravilla said.

Jessie Jackson, president of the Board of Trustees of the Gary Public Library, recently outlined some of the crucial problems facing Indiana libraries.

Jackson said that libraries are seeking more efficient and cost-effective means of providing ser-

vices, through effective local programs, automation, and cooperative agencies.

According to Jackson, the systems are facing a "triple threat" with the proposed elimination of federal funds, inadequate state funding, and misinterpretation of the Public Library Tax Appeal Bill.

Jackson stressed that libraries are facing more demand for their services than ever before, at a time when they have forced to reduce services and tighten their belts far more than most other local government units.

The property freeze, imposed in 1973, gave most other units the right to appeal for an increase in their budgets. But libraries "were inadvertently not given the right to appeal," Jackson said.

"THUS FOR the past nine years, public libraries have been forced to buy fewer books and magazines, reduce hours and cut staff," she added.

A Public Library Tax Appeal Bill, passed last year, was intended to give libraries the ability to appeal for increased funding for up to five cents per \$100 of assessed valuation or 25 percent of their budgets, which ever was less.

The appeal process, if successful, could not be repeated for three years, and funds thus obtained would become permanent parts of the budget, Jackson said.

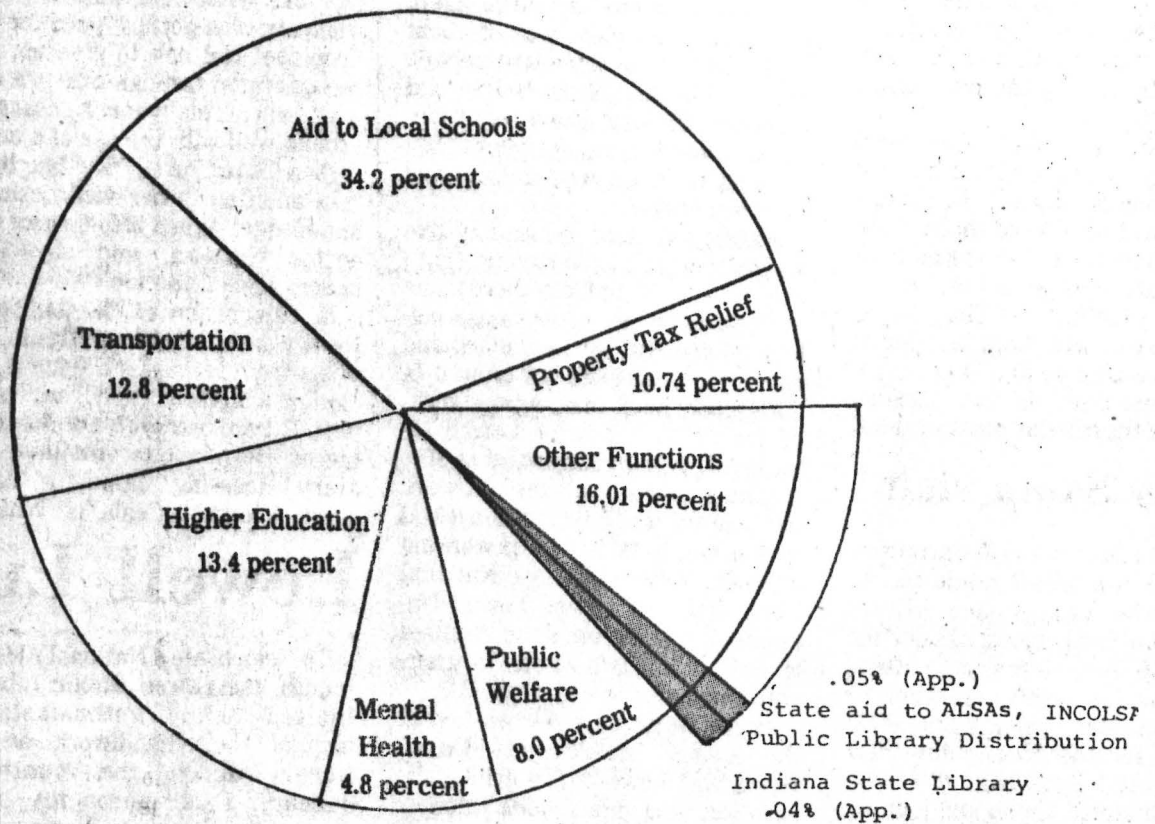
The bill has been interpreted by the State Board of Commissioners, as a "bonus." As a result this would allow an increase one year, but return the library to the lower budget level the following two years.

Now the supporters of "quality library services" are finding that they will have to "seek again" to obtain in 1983 what they thought the General Assembly had provided last year — the ability to maintain services through limited, justified and permanent tax increases.

THE CORRECTIVE legislation has been outlined by Jane Ellen Fisher, director of the North Judson-Wayne Township Public Library, and by the bill's new sponsor, Representative Ralph Ayres (R-Chesterton). Ayres, who had co-sponsored the bill during the 1982 session with Rep. Bill Long (R-Lafayette) said the intention of the original bill was to provide a permanent increase in the library's tax levy.

Ayres said the revised bill which will reflect the original intention of the sponsors, is a "state-wide bi-

THE LIBRARY SLIVERS OF THE STATE PIE
(State Funds Only)
Percentages of 1981-1983 Appropriations
(Two Year Period)



The shaded areas depict the small amount in state funds allocated to the libraries from 1981 to 1983. The rest of the graph represents the entire state budget.

TOTAL STATE FUNDING ALL APPROPRIATIONS: \$3,827,510,887.

partisan effort."

Other co-sponsors include: Esther Fifield (R-Crown Point), Mary Kay Budak, (R-Michigan City) and Marilyn Shultz of (D-Bloomington). Senator John Bushemi, (D-Gary) also has expressed an interest in the bill, saying that it has "strong support" which could be reflected in the legislature.

The library associations are also seeking increases in state funding or the Cooperative Area Library Services Authorities which provide sharing of materials between all types of libraries.

ADDITIONAL SUPPORT is also being sought for the Indiana Cooperative Library Services Authority, the automation arm of libraries.

Currently, the state provides two percent of public library budgets in Indiana. The Associations are requesting continuation of that funding and state support of the reciprocal borrowing program,

which will allow patrons to borrow books directly from libraries outside their communities.

State support of the Indiana State Library and Talking Books Program (for the visually impaired) is also being sought, library spokespersons say.

The Indiana Library Community has also put in a request to the legislators which would protect the privacy of library circulation records.

The legislation being sought by the local and state libraries is "extremely vital" to their very existence, Maravilla said.

"We've gotten good support from area legislators, but all it takes is one person to hold the whole thing up," she said.

Maravilla pointed out "an information explosion" has made it imperative to keep the public library systems "alive and well."

"At the turn of the century we could get along with less information, but not today, and if the people

can't get that information from libraries, who will provide them?"

NOTE: The Indiana I Association and the I Library Trustee Association ing all patrons interested "survival" of the library contact their respective legislators and Gov. Robert Orr regarding their concern about the plight libraries.

Correction

In the Dec. 29 issue Southlake Register the cutlines were printed below Lions picture on page 4: I have read:

Lions District 25 A Gc Richard F. Revers, LaPor guest of honor at the Dec. 1 held by Shelby-Schneider 1 Shelby clubhouse. Gov. Rev welcomed by presidents, DeLapaz, Schneider and Miller, Shelby and i presented each club with a

FEBRUARY 1983

AGENDA.....FEBRUARY 14, 1983

BOARD OF FINANCE

1. *Minutes*

2. *Designation of Depository*

MINUTES.....JANUARY 10, 1983

The Board of Finance met at 7:35 p.m. Jim Lefler presided and called for the formation of the Board of Finance. F. Wright moved to elect M.L. Casey president of the Board of Finance and J. Lefler secretary.

M.L. Casey seconded and the motion passed.

M.L. Casey directed the secretary to send letters to the five Jasper County banks soliciting them as depositories on or before January 19, 1983.

Meeting adjourned at 7:50 p.m.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH, ENDING January 31 19 83

	19 <u>82</u>	19 <u>83</u>
Monthly Circulation	<u>9,894</u>	<u>12,542</u>
Daily Average	<u>450</u>	<u>502</u>
January to Date		
Total Circulation	<u>9,894</u>	<u>12,542</u>

Rensselaer	<u>191</u> /day
DeMotte	<u>104</u> /day
Wheatfield	<u>207</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	25			741	14			581	13			505
Non-Fiction	51			1,086	17			354	12			249
Paperbacks	32			790				574				2,797
CHILDREN'S BOOKS:												
Fiction	45		44	1,234				718				711
Non-Fiction	33		5	412				180	1			348
FILMSTRIPS	6			7								
MAGAZINES:												
Adult				252				161				310
Children				61								
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
PAMPHLETS	28			63				10				27
SOUND RECORDINGS	21			116				26				229
TOTALS	241		49	4,762	31			2,604	26			5,176

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

January 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	43	13	0
b. Received	31	10	0
c. Outstanding	12	3	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	31R 30C	38	6
b. Total Registered			
3. REFERENCE QUESTIONS			
a. Telephone	155	72	48
b. In Person	131	99	42
4. LOCAL HISTORY-GENEALOGY			
a. In person	34		
b. Microfilms Used	7		
c. Research by Mail	6 answered 5 received		
d. Oral Histories			

AGENDA.....FEBRUARY 14, 1983

1. Introduction of New Board Members
2. Minutes
3. Bills/Financial Report
4. Director's Report
 - 4.1 Circulation
 - 4.2 Insurance
 - 4.3 Reappointment to NIALSA
5. Committee Reports
 - 5.1 Vote on By-Laws
 - 5.2 Presentation of Personnel Policies
6. DeMotte Business
7. Wheatfield Business
8. Rensselaer Business
 - 8.1 Attempted Break-In
 - 8.2 Friends of the Library

MINUTES.....JANUARY 10, 1983

The regular monthly meeting of the Jasper County Public Library Board of Directors was held at the Rensselaer Library headquarters. Those present were trustees Jim Lefler, secretary; Mary Linda Casey, Frank Wright, Barbara Gribble and Cathy Rodeffer, library director.

The Director's Report was presented. C. Rodeffer discussed the short loan policy, 1982 circulation, inventory/catalog project and the procedure manual. She presented Bill Downard's resignation and reported that Lynn Daugherty's term expired in December 1982.

Minutes were presented. F. Wright moved to approve the minutes and M.L. Casey seconded. Motion carried.

Bills were presented. C. Rodeffer noted an addition to bills for Cannon Construction for \$1,466.50 B. Gribble moved to accept the bills. M.L. Casey seconded. The motion passed.

M.L. Casey moved to authorize the establishment of a cash change fund in the amount of \$30.00 F. Wright seconded. The motion passed.

By-Laws Committee presented the committee's recommendations for board by-laws. A few wording changes were noted. Corrections are to be made before voting on acceptance at the February meeting.

Barbara Gribble nominated F. Wright for board president. M.L. Casey seconded. The motion passed. M.L. Casey accepted the nomination for vice-president and B. Gribble the nomination for secretary. B. Gribble moved that the 1983 slate of officers be elected. J. Lefler seconded and the motion carried.

B. Gribble moved that the 1983 Holiday Schedule be accepted as presented. F. Wright seconded. The motion carried.

C. Rodeffer discussed charging \$1.00 to have lost library cards duplicated. After a brief discussion, Ms. Rodeffer was asked to develop a pro-rated system for charging for lost card duplication.

F. Wright moved to dispose of two paperback racks by donating them to Lake Village School. M.L. Casey seconded. Motion carried.

F. Wright moved to invest LIRF money into a 91-day certificate. B. Gribble seconded. The motion passed.

The board held an executive session then adjourned at 9:30 p.m.

BILLS TO BE ALLOWED.....FEBRUARY 14, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 361.19
NIPSCO	(3.51) DeMotte	374.45
NIPSCO	(3.51) Wheatfield (2 months)	272.38
Northwestern Ind. Telephone Co.	(3.21) DeMotte	28.07
United Telephone Co.	(3.21) Rensselaer	118.11
United Telephone Co.	(3.21) Wheatfield	45.35
	TOTAL [A]	\$1,199.55

Claims Allowed

Ace Hardware	(2.31) Entrance Lock (DeMotte)	17.33
A.E. Boyce Co., Inc.	(2.11) Official Records	18.34
American Library Association	(2.41) Posters-Bookmarks	27.35
Associated Libraries, Inc.	(4.51) Books	2,161.91
Baker & Taylor	(4.51) Books-\$542.89;	620.45
	Gift Fund-Books-\$77.56	
Becker, Margie	(3.23) Mileage	51.60
Brodart, Inc.	(4.51) Books-\$64.76;	501.17
	(3.95) Sysdac Maint. Contract-\$371.28;	
	(2.41) Library Supplies-\$65.13	
Catalog Card Corp.	(4.51) Book Processing Sup.	7.89
Central States Sales	(2.41) Projector Bulb	15.27
Children's Press	(4.51) Books	187.00
Daugherty, Lynn	(3.24) Prof. Meeting	20.00
Demco, Inc.	(2.41) Library Sup.-\$5.00;	114.12
	(4.51) Book Processing Sup.-\$109.12	
DeMotte Hardware	(2.21) Janitorial Supplies	2.99
DeMotte Office Supply	(2.13) Office Supplies	20.57
Harvey's	(2.13) Office Supplies-\$4.58;	24.48
	(4.51) Book Processing Sup.-\$19.90	
Heritage Office Products, Inc.	(4.51) Book Processing Sup.-\$2.16;	25.73
	(2.13) Office Supplies-\$23.57	
Hook Drugs, Inc.	(2.13) Office Supplies-\$4.00;	6.76
	(2.21) Janitorial Supplies-\$2.76	
Indiana Library & Trustee Assn.	(3.91) ILA Dues	50.00
Indiana Library & Trustee Assn.	(3.91) ILTA Dues	189.00
Ingram Book Co.	(4.51) Books	46.38
Jasper Co. Farm Bureau Co-op	(2.32) Paint Supplies-\$1.95;	4.54
	(2.31) Repair & Maint.-\$2.59	
Johnson's Trash Removal	(3.96) Trash Pick-up (DeMotte)	7.00
LP Books, Inc.	(4.51) Books	36.69
Main Line Book Co.	(4.51) Books	53.00
Maintenance Engineering, Ltd.	(2.21) Fluorescent Lamps	267.95
Marshall Cavendish Corp.	(4.51) Books	81.20
Olympia Book Co.	(4.51) Books	447.68
Physician's Desk Reference	(4.51) Books	89.75
Postmaster General	(3.22) Stamps	100.00
Professional Media Service Corp.	(4.53) Record Albums	49.12
Quill Corporation	(2.41) Library Supplies	60.27
Rainbow Books	(4.51) Books-\$244.57;	280.25
	Gift Fund-Books-\$35.68	
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Readmore	(4.52) Newspaper Subscription & Serv.	78.30
Ricker, Lois	(3.23) Mileage-\$8.80;	18.00
	(2.21) Janitorial Supplies-\$9.20	

Bills To Be Allowed (continued).....February 14, 1983

Rodeffer, Catherine A.	(3.23) Mileage	47.60
Rourke Publishing Co.	(4.51) Books	29.43
Saint Joseph College	(1.31) Other Compensation	25.13
Schultz Family Store	(4.51) Book Processing Sup.-\$44.55	49.74
	(2.41) Cassettes-\$5.19	
Silver Burdett Co.	Gift Fund-Books	47.41
Superintendent of Documents	(4.51) Books	11.00
Tom's Super Market	(2.21) Janitorial Supplies	1.38
Walt Disney Educ. Media Co.	(4.53) Cassettes & Tapes	210.02
Zondervan Corporation	(4.51) Books	618.00
	TOTAL [B]	\$6,731.84
	TOTAL [A] & [B]	<u>\$7,931.39</u>

JASPER COUNTY PUBLIC LIBRARY

North Van Ren. and Angelica Streets

Page 1 of 2 sheets

Rensselaer, Indiana 47978

	DATE	1	2	3	4	
		January 1983				
		Beginning	Spent this	Spent to	Ending	
		Appropriation	Month	Date	Appropriation	
1	Librarian	18,500.00	1,500.00	1,500.00	17,000.00	1
2	Assistants	89,596.00	6,931.34	6,931.34	82,664.66	2
3	Janitors	6,240.00	260.63	260.63	5,979.37	3
4	FICA & Unemployment Comp.	10,260.00	584.25	584.25	9,675.75	4
5	Other Personal Services	2,000.00			2,000.00	5
6	Office Supplies	1,800.00	383.17	383.17	1,416.83	6
7	Operating Supplies	1,700.00	43.38	43.38	1,656.62	7
8	Repair & Maintenance Supplies	550.00	5.53	5.53	544.47	8
9	Other Supplies	2,000.00	453.74	453.74	1,546.26	9
10	Professional Services	1,000.00			1,000.00	10
11	Comm. & Transportation	10,950.00	355.29	355.29	10,594.71	11
12	Printing & Advertising	600.00			600.00	12
13	Insurance & Bonds	5,000.00			5,000.00	13
14	Gas, Elec. & Water, Waste Services	10,495.00	663.69	663.69	9,831.31	14
15	Repairs & Maintenance	6,500.00	1,509.66	1,509.66	4,990.34	15
16	Dues & Interest	850.00	111.06	111.06	738.94	16
17	Trans. to Lib. Improv. Reserve	9,000.00			9,000.00	17
18	Main contracts, Petty Cash	2,000.00	642.00	642.00	1,358.00	18
19	Land	4,000.00			4,000.00	19
20	Furniture & Equipment	8,000.00			8,000.00	20
21	Books	40,000.00	2,160.41	2,160.41	37,839.59	21
22	Periodicals & Newspapers	3,000.00	312.00	312.00	2,688.00	22
23	Microforms & Audiovisuals	2,000.00			2,000.00	23
24		236,041.00	15,916.15	15,916.15	220,124.85	24
25						25
26	Ending Balance of All Funds 12-31-1983			136,174.20		26
27	January Deposits - Interest on CD			992.72		27
28	Rensselaer Fines			148.19		28
29	Wheatfield Fines			12.20		29
30	DeMotte Fines			38.38		30
31	Rensselaer Cards			37.40		31
32	Wheatfield Cards			6.00		32
33	DeMotte Cards			6.00		33
34	Rensselaer Copy			130.60		34
35	Wheatfield Copy			4.80		35
36	DeMotte Copy			23.85		36
37	Petty Cash - Rensselaer			15.52		37
38	Petty Cash - Wheatfield			8.30		38
39	Petty Cash - DeMotte			8.32		39
40	Less January checks written			- 16,461.03		40
	Ending January Balance of All Funds			121,182.73		



January 1983

BREAKDOWN OF ALL FUNDS ENDING JANUARY 1983

Checking Account - State Bank of Rensselaer

Operating Money in checking account 49,808.47

Lib. Improv. Res. Money in checking account 16,485.65

Rensselaer Gift Money in checking account (-93.52)

Building Improvement Money in checking account 16,192.72

Bond Money in checking account 3,756.33

Total Money in State Bank Checking Account 86,149.65

Investments

Operating Money - Certificate of Deposit No.#8649 -

State Bank of Rensselaer @ 11.357%

Interest - Due Feb. 9th, 1983 10,000.00

Operating Money - 26 Week Money Market

No. S9283, State Bank Of Rensselaer,
8.64% Interest - Due May 16, 1983

15,000.00

Total Investments 25,000.00

Passbook Savings - State Bank of Rensselaer

Operating Money in savings 4,627.11

Rensselaer Gift Money in savings 4,832.84

DeMotte Gift Money in savings 190.57

Wheatfield Money in savings 147.18

LIRF Money in savings 235.38

Total Passbook Savings 10,033.08

Total of All Funds 121,182.73

*Loan of \$12,986.25 has been paid

February 2, 1983

Dear Board Members :

First, I would like to announce the appointment of our newest board member, Joan Ostler. Joan lives in DeMotte and was appointed by the County Commissioners. I am looking forward to meeting her next week and giving her the grand tour of the library system.

Lynn Daugherty has been on the job for two weeks now and believe it or not still appears to have her sanity and enthusiasm. She and Kathy are busy planning and ordering books.

Inventory of the Rensselaer collection is underway. Six hours per week are devoted exclusively to the inventory. Once this step is completed, the card catalog can be checked and refiled.

On Jan. 27, I attended a Legislative Network meeting. Thus far, the tax appeal clarification looks promising. It was the first bill out of committee which I understand is a good sign.

On Jan 12, I attended a Middle School faculty meeting to discuss library and school cooperation. The group seemed to respond positively, but I intend to do a follow-up.

The Friends of the Library is officially launched. The officers are Garth Snow, president, Mike Riley, vice-president, Connie Kingman, treasurer, and Dorothy Bachelder, secretary. Gerry Gribble and John Groppe have planned several book talks for February-April. Other possible projects include walking books, purchase of A-V equipment and computer software, and genealogy research. I will serve as an ex-officio member to the executive board.

Story hours at Rensselaer saw a leap in registration. 70 children have signed up to participate in the spring sessions held every Wed. and Thurs. morning.

I have been asked to serve on a Community Education Panel to establish programs for the community such as stress management, stop smoking clinics, poison control, etc. The first meeting is March 22.

The library board meeting is Monday, February 14 at 7:00 pm at the Rensselaer Headquarters. Don't forget to bring a valentine for the board member or library director that you most admire. See you there.

Cathy

Cu

JASPER COUNTY PUBLIC LIBRARY

All Risk Replacement Cost
All Risk ACV on Contents

Building #1 One story Brick Building
 located: 307 N. Van Rensselaer, St., Rensselaer, IN
 Building.....\$250,000.
 Contents.....\$105,000.
 Outside Book Deposit.....\$660.

Building #2 One story Frame Building
 located: Grace Street, Wheatfield, IN
 Contents.....\$20,000.
 Outside Book Deposit.....\$660.

Building #3 One story Brick Building
 located: 9th St. & Birch St., DeMotte, IN
 Building.....\$220,000.
 Contents.....\$ 40,000.
 Outside Book Deposit.....\$660.

Blanket Valuable Papers.....\$495,000. \$100. Deductible

Comprehensive General Liability.....\$500,000.

Medical Payments.....\$1,000/\$10,000

Non-Owned Auto

Additional Insured: Board of Commissioners, Jasper County, Indiana.

ANNUAL PREMIUM: \$2,237.00

*Cathy - Since it is close to expiration
I have found coverage with INA it saved
about \$1,000. I should have the updatations in shortly
Thanks Mike*

MARCH 1983

AGENDA.....MARCH 14, 1983

1. Mike Kingman
2. Minutes
3. Bills/Financial Report
4. Director's Report
 - 4.1 Circulation
 - 4.2 Health Insurance
5. Committee Reports
 - 5.1 By-Laws
 - 5.2 Personnel Policies
6. DeMotte Business
7. Wheatfield Business
8. Rensselaer Business

MINUTES.....FEBRUARY 14, 1983

BOARD OF FINANCE

The Board of Finance met at 7:10 p.m. Members present were: Frank Wright, Barbara Gribble, Joan Ostler, Miriam Lawyer, Jack Nesbitt, and Jim Lefler.

Jim Lefler read the following list of banks and other institutions who submitted proposals for designation: Farmer's National Bank of Remington, State Bank of Rensselaer, Farmers and Merchants National Bank, DeMotte State Bank, State Bank of Remington, and Indiana Federal Savings & Loan.

After a brief discussion concerning the County Board of Finance and eligibility of Farmers & Merchants National Bank, J. Lefler moved that the board resolve to designate the Farmers & Merchants National Bank as the depository for the Jasper County Public Library funds for the ensuing two years, 1983-1985. Barbara Gribble seconded the motion. The motion carried unanimously.

Minutes of the January meeting were presented. J. Lefler moved and Barbara Gribble seconded to accept the minutes. Motion passed.

Meeting adjourned at 7:28 p.m.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING FEBRUARY 1983

	19 <u>82</u>	19 <u>83</u>
Monthly Circulation	<u>12,190</u>	<u>14,246</u>
Daily Average	<u>554</u>	<u>619</u>
January to Date		
Total Circulation	<u>22,084</u>	<u>26,788</u>

Rensselaer	<u>212</u>	/day
DeMotte	<u>115</u>	/day
Wheatfield	<u>292</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	40			818	16			654	11			421
Non-Fiction	50		4	999	65			426	13			333
Paperbacks	16			841	2			405	1			4280
CHILDREN'S BOOKS:												
Fiction	44		7	1325	13			824	74			771
Non-Fiction	19		9	405	6			199	17			352
FILMSTRIPS				6								2
MAGAZINES:												
Adult				213				101				315
Children				30								
MAPS, PICTURES, PHOTOS, PRINTS				1								
MICROFILM												
PAMPHLETS	22			161				12				19
SOUND RECORDINGS			1	88				23				222
TOTALS	169		21	4,887	102			2,644	116			6,715

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

FEBRUARY 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	55	46	2
b. Received	43	27	2
c. Outstanding	12	19	0
d. Filmstrips			
No. of Films			8
No. of Viewers			120
2. REGISTRATION			
a. Borrowers Added	51R 51C	39	19
b. Total Registered (System-To-Date)	6,968		
3. REFERENCE QUESTIONS			
a. Telephone	78	89	66
b. In Person	106	140	58
4. LOCAL HISTORY-GENEALOGY			
a. In person	21		30
b. Microfilms Used	11		
c. Research by Mail	5		10
d. Oral Histories	1		

MINUTES.....FEBRUARY 14, 1983

The regular meeting of the Jasper County Public Library Board met at 7:30 p.m. at the Rensselaer headquarters. Those present were Frank Wright, president; Barbara Gribble, secretary; Miriam Lawyer, Joan Ostler, Jim Lefler, Jack Nesbitt, and Cathy Rodeffer, director.

Minutes were presented. B. Gribble moved and Miriam Lawyer seconded to accept the minutes. Motion passed.

J. Ostler moved to accept the Bills to be Allowed. B. Gribble seconded. The motion carried.

The Financial Report was presented. It was noted that passbook savings could be placed in one of the new money market accounts. F. Wright requested a new outline of incoming monies. There was a discussion of new depository, transfer of monies, and current investments.

Director's report included circulation statistics, insurance proposals, and NIALSA representative. Circulation was up over January 1982. Cathy Rodeffer noted increased in DeMotte and Rensselaer circulation.

There was a discussion of insurance proposals from Farm Bureau and Consolidated Insurance. Farm Bureau bid was dated August 1982 and was \$2,063.30. It was noted that the bid would most likely be higher if rebid. Consolidated Insurance proposal for the same coverage was \$2,237.00. C. Rodeffer recommended acceptance of Consolidated Insurance proposal. Jim Lefler moved to accept the Consolidated Insurance proposal of \$2,237.00. M. Lawyer seconded. The motion carried. It was suggested that proposals could be requested each year.

B. Gribble moved to reappoint C. Rodeffer as Jasper County Public Library's representative to NIALSA for a three-year term. J. Ostler seconded. The motion carried.

ByLaws were presented. After discussing and making a few changes, the board by consensus decided to postpone voting until a later meeting.

C. Rodeffer presented proposed personnel policies. F. Wright appointed B. Gribble and J. Lefler to serve with C. Rodeffer on the Personnel Policies Committee.

F. Wright appointed J. Nesbitt and B. Gribble to serve on the Remodeling Committee.

C. Rodeffer announced that Lynn Daugherty was hired as Branch Supervisor, and Mrs. Daugherty will have an office at the DeMotte Library. C. Rodeffer also noted that the Genealogy Collection had been moved from the DeMotte office to the desk area and materials were now being utilized more.

The board requested that Mike Kingman, county surveyor, be placed on the March agenda in regards to the legal description of the land for the new Wheatfield Library.

B. Gribble requested an up-to-date staff directory including salaries.

MINUTES (Continued).....February 14, 1983

C. Rodeffer reported that there was an apparent break-in at Rensselaer. One window was broken and the frame bent.

There was a brief discussion of the Friends of the Library whose proposed projects include a sign, bookmarks, video equipment, and computer hard and soft ware.

The meeting adjourned at 9:00 p.m.

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	February 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	3,000.00	15,500.00
2	Assistants	89,596.00	7,410.89	14,342.23	75,253.77
3	Janitors	6,240.00	294.38	555.01	5,684.99
4	FICA & Unemployment Comp.	10,260.00	616.76	1,201.01	9,058.99
5	Other Personal Services	2,000.00	25.13	25.13	1,974.87
6	Office Supplies	1,800.00	71.06	454.23	1,345.77
7	Operating Supplies	1,700.00	330.17	373.55	1,326.45
8	Repair & Maintenance Supplies	550.00	86.43	101.96	448.04
9	Other Supplies	2,000.00	67.76	521.50	1,478.50
10	Professional Services	1,000.00			1,000.00
11	Comm. & Transportation	10,950.00	419.53	774.82	10,175.18
12	Printing & Advertising	600.00			600.00
13	Insurance & Bonds	5,000.00	374.65	374.65	4,625.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	1,008.02	1,671.71	8,823.29
15	Repairs & Maintenance	6,500.00	371.28	1,880.94	4,619.06
16	Dues & Interest	850.00	239.00	350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00			9,000.00
18	Main Contracts, Petty Cash	2,000.00	17.00	659.00	1,341.00
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00			8,000.00
21	Books	40,000.00	4,797.88	6,958.29	33,041.71
22	Periodicals & Newspapers	3,000.00	78.30	390.30	2,609.70
23	Microforms & Audiovisuals	2,000.00	259.14	259.14	1,740.86
24	Fund Total	236,041.00	17,967.38	33,893.53	202,147.47
25					
26	Ending Jan. Balance of All Funds		121,182.73		
27	Rens. Fines Deposit		232.91		
28	DeMotte Fines Deposit		138.50		
29	Wheatfield Fines Deposit		18.05		
30	Rensselaer Copy Deposit		196.75		
31	DeMotte Copy Deposit		145.60		
32	Wheatfield Copy Deposit		5.80		
33	Rensselaer Card Deposit		49.75		
34	DeMotte Cards Deposit		35.50		
35	Wheatfield Card Deposit		6.50		
36	Rensselaer Gift Fund		38.40		
37	Interest on CD #8649		566.29		
38	Less Checks Written		-18,128.03		
39	Ending Feb. Balance of All Funds		104,488.75		
40					



Cont'

	1	2	3	4	
	February 1983				
	BREAKDOWN OF ALL FUNDS				
1	Checking Account				1
2	Operating Money in Checking Account		43,236.74		2
3	Library Improvement Reserve Money in Checking Account		16,485.65		3
4	Rensselaer Gift Money in Checking Account		(-90.80)		4
5	Bldg. Improvement Reserve Money in Checking Account		16,192.72		5
6	Bond Money in Checking Account		3,756.33		6
7	DeMotte Gift Money in Checking Account		(-124.97)		7
8	Total Money in Checking Account			79,455.67	8
9					9
10					10
11	Investments				11
12	Operating Money - 26 Week Money Market Certificate				12
13	# S 9283 - State Bank of Rensselaer - 8.64% Interest				13
14	Due May 16th, 1983		15,000.00		14
15	Total Investments			15,000.00	15
16					16
17	Passbook Savings - State Bank of Rensselaer				17
18	Operating Money		4,627.11		18
19	Demotte Gift Fund		190.57		19
20	Rensselaer Gift Fund		4,832.84		20
21	Wheatfield Gift Fund		147.18		21
22	LIRF Money		235.38		22
23	Total Money in Passbook Savings Account			10,033.08	23
24	Ending Feb. Balance of All Funds			104,488.75	24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BILLS TO BE ALLOWED.....MARCH 14, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 426.48
NIPSCO	(3.51) DeMotte	338.30
NIPSCO	(3.51) Wheatfield	129.43
Northwestern Ind. Telephone Co.	(3.21) DeMotte	63.53
United Telephone Co.	(3.21) Rensselaer	123.06
United Telephone Co.	(3.21) Wheatfield	28.34
	TOTAL [A]	\$1,109.14

Claims Allowed

Ace Hardware	(2.31) Repairs & Maintenance Sup.-D.	19.57
A.E. Boyce Co., Inc.	(2.11) Official Records	77.14
Associated Libraries, Inc.	(4.51) Books	166.37
Baker & Taylor	(4.51) Books	489.43
Becker, Margie	(3.23) Mileage	102.40
Brodart Inc.	(2.41) Sysdac Tape-\$65.13;	213.39
	(4.51) Books-\$148.26	
Campbell Printing	(4.40) Rubber Stamp	2.35
Consolidated Insurance Agency	(3.41) Bond (L. Daugherty)-\$30.00;	2,267.00
	(3.42) Insurance Policy-\$2,237.00	
County Maps	(4.51) Books	32.10
Creative Companies	(4.51) Books	120.20
Daugherty, Lynn	(3.23) Mileage-\$10.80;	30.65
	(4.51) Books-\$19.85	
Demco Inc.	(2.41) Library Supplies	12.28
DeMotte Hardware	(2.31) Bldg. Materials & Sup.	9.37
DeMotte I.G.A.	(4.52) Newspapers	5.25
DeMotte Office Supply	(4.40) Rubber Stamp-\$2.75;	29.79
	(2.13) Office Supplies-\$27.04	
Equitable Life Insurance Co.	(3.42) Insurance (Director)-Ch.#4291	374.65
Ford Pharmacy, Inc.	(4.51) Book Processing Supplies	.78
Gagnon, Rebecca	(3.23) Mileage-\$8.80;	13.80
	(2.41) Library Sup.-\$5.00	
Gale Research Co.	(4.51) Books	36.45
Gaylord Bros., Inc.	(4.51) Book Processing Sup.	37.43
Golden Craft-Children's Press	(4.51) Books	84.68
Heritage Office Products, Inc.	(4.40) Equipment-\$314.45;	365.24
	(2.13) Office Sup.-\$50.79	
Ingram Book Co.	(4.51) Books	239.90
Ireland, Kathy	(2.13) Office Sup.	23.74
Jasper Co. Farm Bureau Co-op	(3.61) Repairs to Bldg.-\$105.87;	116.43
	(2.31) Repairs to Equipment-\$10.56	
Johnson's Trash Removal	(3.96) Trash Pick-up (DeMotte)	7.00
Jugovic, Marie	(3.24) Prof. Meeting	14.25
Libraries Unlimited, Inc.	(4.51) Books	13.97
Main Line Book Co.	(4.51) Books	1,658.68
Maintenance Engineering, Ltd.	(2.21) Fluorescent Lamps	114.32
Momence Sesquicentennial Comm.	(4.51) Books	18.00
National Geographic Society	(4.51) Books	28.00
New York Library Association	(2.41) Library Supplies	3.00
New York Times	(4.52) Newspaper Subscription	120.00
Political Research Inc.	(4.51) Books	250.00
Postmaster General	(3.22) Stamps	100.00
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(4.52) Newspaper Subscription-D.	31.00

Bills To Be Allowed.....March 14, 1983

Rodeffer, Catherine A.	(3.23) Mileage	47.20
Rodeffer, Catherine A.	Petty Cash -D.-Janitorial Sup.-	24.65
	\$23.45; Library Sup.-\$1.20	
Rodeffer, Catherine A.	Petty Cash -R.-Postage	23.71
Rourke Publishing Co.	(4.51) Books	55.59
Silver Burdett Co.	Gift Fund-Books (DeMotte Friends)	16.44
Tom's Supermarket	(2.21) Janitorial Supplies	5.45
	TOTAL [B]	\$7,411.65
	TOTAL [A] & [B]	<u>\$8,520.79</u>

April

AGENDA.....APRIL 11, 1983

1. Minutes
2. Bills/Financial Report
3. Director's Report
4. System Business
5. Wheatfield Business
6. DeMotte Business
7. Rensselaer Business
8. Executive Session

MINUTES.....MARCH 14, 1983

The regular meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were: Mary Linda Casey, vice-president; trustees James Lefler; Joan Ostler; and Miriam Lawyer; and Cathy Rodeffer Salyers, director.

Mike Kingman, county surveyor, presented his report on the survey of the proposed building site for the Wheatfield Library. Copies of his survey were given to the director for the library files. He reported that he placed stakes at the site and that the lot was 104' (N-S) by 75' (E-W). There was a discussion of requesting an additional 24' west toward the parking lot. M. Casey directed C. Salyers to contact the library attorney concerning building on leased property.

Minutes were presented. On a motion by J. Lefler, seconded by M. Lawyer, the minutes of the Feb. 14, 1983 regular meeting were approved. On a motion by M. Lawyer seconded by J. Ostler, the minutes of the Board of Finance were approved.

Finanacial report was presented. C. Salyers noted that banks will be switched when checks are received. On a motion by J. Lefler seconded by M. Lawyer, the Bills to be Allowed were approved.

Director's Report. C. Salyers reported that circulation for February 1983 was up over February 1982 by 2,056 items. She next reported that the library had now paid one year's health insurance for her less one dollar. There was a brief discussion of the library income report. She reported that the tax appeal bill was currently being held up in the Senate.

Committee Reports. Bylaws were discussed. M. Lawyer stated that she agreed with proposed changes. Voting on adoption was deferred until the April meeting.

Personnel Policies Committee reported on proposed policies. A lengthy discussion ensued concerning classifications of employees and benefits. The board directed C. Salyers to reclassify Sharon Schulenberg as a salaried employee. All salaried employees will thus receive benefits either the same as or proportionate to a 40 hr/wk employee. Other changes in the proposed policies were discussed and are to be indicated in a new document proposal to be presented at the April meeting.

Wheatfield Business included a further discussion of the new building. Next step is to include contacting the lawyer about building on leased land and holding the May meeting in Wheatfield to discuss further plans and peruse building site.

Rensselaer Business. C. Salyers reported that the Friends of the Rensselaer Library have requested permission to hold a silent auction during National Library Week. On a motion by M. Lawyer seconded by M. Casey, approval was granted.

Meeting adjourned at 9:40 p.m.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH, ENDING March 31 1983

	<u>1982</u>	<u>1983</u>
Monthly Circulation	<u>13,391</u>	<u>16,442</u>
Daily Average	<u>496</u>	<u>609</u>
January to Date		
Total Circulation	<u>35,475</u>	<u>43,230</u> (21%)

Rensselaer	<u>198</u> /day
DeMotte	<u>118</u> /day
Wheatfield	<u>343</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	56			885	40		163	629	9			655
Non-Fiction	114			1399	56			464	14			498
Paperbacks	7			627	8			563	1			4698
CHILDREN'S BOOKS:												
Fiction	68		1	1360	63		6	1012	62			1016
Non-Fiction	48		11	468	16			334	26			440
FILMSTRIPS				1								
MAGAZINES:												
Adult				278				119				263
Children				27								
MAPS, PICTURES, PHOTOS, PRINTS				2								
MICROFILM												
PAMPHLETS	26			116				17				17
SOUND RECORDINGS			4	190				56				308
TOTALS	319		16	5353	156		169	3194	112			7895

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

March 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	81	47	0
b. Received	57	37 (35 filled by Rens)	0
c. Outstanding	24	10	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	51C 55R	38	20
b. Total Registered	6,969 139 Withdrawn		
3. REFERENCE QUESTIONS			
a. Telephone	91	107	52
b. In Person	137	140	64
4. LOCAL HISTORY-GENEALOGY			
a. In person	26		
b. Microfilms Used			
c. Research by Mail	6		
d. Oral Histories			

Utilities

City of Rensselaer	(3.51) Rensselaer	294.18
NIPSCO	(3.51) DeMotte	309.40
NIPSCO	(3.51) Wheatfield	120.13
Northwestern Ind. Telephone Co.	(3.21) DeMotte	39.40
United Telephone Co.	(3.21) Rensselaer-\$111.23	203.64
	(4.51) Directories-\$92.41	
United Telephone Co.	(3.21) Wheatfield	28.34
	TOTAL [A]	\$ 995.09

Claims Allowed

A.E. Boyce	(2.11) Official Records	162.43
American EconoClad Service	(4.51) Books	24.75
American Library Association	(4.51) Books	22.97
Associated Libraries, Inc.	(4.51) Books	206.43
Baker & Taylor	(4.51) Books-\$2409.19;	2,425.10
	(4.51) Gift Fund Rens. FOL-\$15.91	
Becker, Margaret	(3.23) Mileage-\$124.00;	179.00
	(3.96) Snow Removal-\$55.00	
Brodart, Inc.	(4.51) Book Processing Sup.-\$63.24;	128.37
	(2.41) Sysdac Tape-\$65.13	
Congressional Quarterly	(4.51) Books-\$80.85, Ck. #4386;	308.85
	(4.51) Books-\$228.00	
Demco Inc.	(4.40) Equipment-\$47.30;	302.49
	(2.41) Library Sup.-\$53.10;	
	(4.51) Book Processing Sup.-\$202.09	
DeMotte I.G.A.	(4.52) Newspapers	3.50
Ebsco Subscription Service	(4.51) Magazine Sub.-\$2975.85;	3,134.20
	(4.51) Gift Fund D-FOL Subs.-\$158.35	
Facts On File, Inc.	(4.51) Books	325.00
Farmers & Merchants Nat'l Bank	(4.40) Safe Deposit Box	9.00
Finnell, Merlin C.	(3.23) Mileage	14.00
Gagnon, Rebecca	(3.23) Mileage	23.20
Genealogical Indexing Assoc.	(4.53) Microfiche	100.00
Harvey's	(4.51) Book Processing Sup.	23.88
Heritage Office Products	(2.13) Office Supplies	13.99
Hoover House	(2.21) Vacuum Bags	3.00
Ireland, Kathy	(3.23) Mileage	7.00
Michigan Library Assoc.	(4.51) Books	7.00
Momence Sesquicentennial Comm.	(4.51) Books	29.00
Monroe Systems for Business	(2.41) Toner	61.24
National Geographic Society	(4.51) Book	6.95
Office Treasure Chest	(2.13) Office Sup.-\$1.25;	96.25
	(4.40) File Cab.-\$95.00	
Oohms Bros.	(3.96) DeMotte Trash Pick-up	9.00
Postmaster General	(3.22) Stamps	50.00
Publishers Central Bureau	(4.51) Books	8.07
Quill Corporation	(4.40) Secretarial Chair & Office	272.85
	Equipment-\$72.87;	
	(2.13) Office Sup.-\$25.43;	
	(2.41) Copy Paper-Toner-\$174.55	
Rand McNally & Co.	(4.51) Books	153.29
RECI	(4.53) Cassette Tapes	165.78
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Readmore	(2.13) Office Supplies	2.38

Bills To Be Allowed (continued).....April 11, 1983

Rodeffer, Catherine A.	Petty Cash-D-Jan. Sup.-\$4.62;	27.47
	-D-Postage-\$11.95;	
	-D-Office Sup.-\$8.95;	
	-D-Magazines-\$1.95	
Salyers, Catherine	(4.51) Books-\$9.95;	29.15
	(3.23) Mileage-\$19.20	
Silver Burdett Co.	(4.51) Gift Fund D-FOL-Books	652.91
Tom's Supermarket	(2.21) Janitorial Sup.	3.59
Wall St. Journal	(4.52) Newspaper-Gift Fund-D-FOL	94.00
	TOTAL [B]	\$9,353.92
	TOTAL [A] & [B]	<u>\$10,349.01</u>

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	March 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	4,500.00	14,000.00
2	Assistants	89,596.00	24% 6,886.97	21,229.20	68,366.80
3	Janitors	6,240.00	303.76	858.77	5,381.23
4	FICA & Unemployment Comp.	10,260.00	1,271.68	2,472.69	7,787.31
5	Other Personal Services	2,000.00		25.13	1,974.87
6	Office Supplies	1,800.00	35% 178.71	632.94	1,167.06
7	Operating Supplies	1,700.00	47% 119.77	493.32	1,206.68
8	Repair & Maintenance Supplies	550.00	26% 39.50	141.46	408.54
9	Other Supplies	2,000.00	32% 110.06	631.56	1,368.44
10	Professional Services	1,000.00			1,000.00
11	Comm. & Transportation	10,950.00	7% 522.09	1,296.91	9,653.09
12	Printing & Advertising	600.00			600.00
13	Insurance & Bonds	5,000.00	2,267.00	2,641.65	2,358.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	24% 894.21	2,565.92	7,929.08
15	Repairs & Maintenance	6,500.00	105.87	1,986.81	4,513.19
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00			9,000.00
18	Main Contracts, Petty Cash	2,000.00	17.00	676.00	1,324.00
19	Land	4,000.00	105.87		4,000.00
20	Furniture & Equipment	8,000.00	319.55	319.55	7,680.45
21	Books	40,000.00	3,480.54	10,438.83	29,561.17
22	Periodicals & Newspapers	3,000.00	156.25	546.55	2,453.45
23	Microforms & Audiovisuals	2,000.00		259.14	1,740.86
24	Fund Total	236,041.00	18,172.96	52,066.49	183,974.51
25					
26	Ending Feb. 1983 Balance of All Funds		104,488.75		
27	Rensselaer Fines		95.04		
28	DeMotte Fines		32.70		
29	Wheatfield Fines		20.25		
30	Rensselaer Copy		96.20		
31	DeMotte Copy		29.20		
32	Wheatfield Copy		8.20		
33	Rensselaer Cards		22.00		
34	Wheatfield Cards		5.50		
35	DeMotte Cards		18.50		
36	Passbook Savings Interest-St. Bank		132.77		
37	Less All checks written		-18,189.40		
38	Ending Balance of All Funds		86,759.71		
39					
40					



North Van and Angelica Streets

con't

Rensselaer, Indiana 47978

MARCH 1983

	1	2	3	4	
	BREAKDOWN OF ALL FUNDS				
1	Checking Account - State Bank of Rensselaer				1
2	Operating Money in Checking Account	25,391.37			2
3	LIRF Money in Checking Account	985.65			3
4	Rensselaer Gift Fund Money in Checking Account	(- 90.80)			4
5	Building Improvement Reserve Money in Checking Acct.	16,192.72			5
6	Bond Money in Checking Account	3,756.33			6
7	DeMotte Gift Fund Money in Checking Account	(-141.41)			7
8	Total of All Money in State Bank Checking Account			46,093.86	8
9					9
10	Investments				10
11	Operating Money - 26 Week Money Market Certificate				11
12	# S 9283 - State Bank of Rensselaer @ 8.64% Interest				12
13	Due May 16th, 1983	15,000.00			13
14	LIRF Money Put Into a HI-FI Investment @ the				14
15	Farmers and Merchants National Bank @ 8% Interest				15
16	No. # 70-0120-9 Due	15,500.00			16
17	Total of All Investments			30,500.00	17
18					18
19	Passbook Savings Account - State Bank of Rensselaer				19
20	Operating Money in Savings Account	4,688.18			20
21	Rensselaer Gift Fund Money in Savings Account	4,896.57			21
22	DeMotte Gift Fund Money in Savings Account	193.88			22
23	Wheatfield Gift Money in Savings Account	149.18			23
24	LIRF Money in Savings Account	238.04			24
25	Total of Passbook Savings in State Bank of Rensselaer			10,165.85	25
26	Ending Totals of All Funds			86,759.71	26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BYLAWS OF THE BOARD OF TRUSTEES
OF THE
JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

IDENTIFICATION

The organization shall be called the Board of Trustees of the Jasper County Public Library which exists by virtue of the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The organization exercises the powers and authority and assumes the responsibilities delegated to it under said statutes.

ARTICLE II

- Sec. 1 The regular monthly meeting will be held at 7:00 pm on the second Monday of each month. All meetings will be held at the Rensselaer Headquarters except that at least one meeting per year will be held in DeMotte and at least one meeting per year will be held in Wheatfield. Any proposed permanent changes in the regular meeting place or time should be presented at the December meeting.
- Sec. 2 Special meetings may be called by the President or by any two board members provided that all members are given notice, written or oral, and purpose of such meetings 72 hours prior to the meeting.
- Sec. 3 Executive sessions may be called by the President and must appear on the agenda of the meeting.

Executive sessions may be held only in the following instances:

- a. where authorized by federal or state statute
 - b. for discussion of strategy for: collective bargaining; invitation of, pending, or threatened litigation; implementation of security systems; or purchase or lease of real property.
 - c. interview with industrial or commercial prospects or their agents.
 - d. interviews with prospective employees
 - e. with respect to any employee's status or alleged misconduct
 - f. for discussion of confidential records
 - g. to discuss a job performance evaluation of individual employees
- Sec. 4 For all board meetings, four (4) members shall constitute a quorum.
- Sec. 5 An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Sec. 6 Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Sec. 7 All meetings are subject to Indiana "open door" meeting laws. (IC 5-14-1.5)

Sec. 8 Recommended order of business

Approval of minutes
Financial report and bills
Director's report
Committee reports
System business
Wheatfield business
DeMotte business
Rensselaer business
Audience questions and comments
Executive session (when necessary)
Adjournment

Sec. 9 Public notice of date, time and place of all regular meetings shall be posted two days prior to the meeting in the meeting place.

Sec. 10 The director shall, unless excused, attend meetings but shall have no vote.

ARTICLE III

OFFICERS OF THE BOARD

Sec. 1 The President shall preside at all board meetings, appoint all standing or special committees, and perform other duties as are normally associated with the office or may be assigned to him/her by the board.

Sec. 2 The Vice-president shall preside over meetings and perform other duties of the President in the absence of the President.

Sec. 3 The Secretary shall keep the minutes of the board meetings and record the following: date, time, and place; members present; general substance of all matters proposed, discussed, or decided; and record all votes taken. In the absence of the secretary or by action of the board, the director will perform said duties.

Sec. 4 The minutes shall be available within one week after the meeting and are to be open for public inspection and copying.

Sec. 5 The board shall elect officers at the December meeting. The nominating committee shall consist of two board members who will present a slate of officers. Nominations will be accepted from the floor but must have a second and the consent of the

nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Sec. 6 Terms of officers shall be for one year beginning January 1.

Sec. 7 Officers shall be elected for no more than two consecutive terms in the same office.

Sec. 8 When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

Sec. 9 The board shall annually elect a treasurer of the library district who may either be a member of the board or an employee of the library.

Notwithstanding any other law, the board may fix the rate of compensation for the services of the treasurer.

The treasurer shall:

- a. be the official custodian of all library funds.
- b. keep the financial records of the library.
- c. be responsible for the proper safeguarding and accounting for all library funds.
- d. issue a receipt for moneys received by the library district.
- e. deposit money belonging to the library district in accordance with the law governing the deposit of public funds.
- f. except as otherwise provided by law, issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library.
- g. make financial reports of library funds and present reports to the board as requested by the board.
- h. transfer funds between accounts when necessary.
- i. invest funds under the direction of the board.

The board may prescribe the powers and duties of the treasurer consistent with the provisions of this chapter.

The treasurer may be removed by the board at any regular or special meeting by a majority vote of the entire membership of the board.

The board shall elect a successor treasurer if a vacancy occurs in that office.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody. The bond shall be:

- a. written by an insurance company licensed to do business in Indiana.
- b. for the term of office of the treasurer.
- c. in an amount determined by the board.
- d. paid for with the money from the library funds.
- e. payable to the State of Indiana.
- f. approved by the board.
- g. deposited in the office of the recorder of the county in which the library district is located.

ARTICLE IV

LOANS

- Sec. 1 Funds may be borrowed for the payment of debts only by resolution of the board.
- Sec. 2 The borrowing of funds shall be accomplished by any two of the following: President of the board, Vice-president of the board, Secretary of the board, and Treasurer of the library district.

ARTICLE V

COMMITTEES

- Sec. 1 The President shall appoint standing committees at the January meeting. Standing committees shall consist of budget committee and bylaws and policy review committee.
- Sec. 2 Other committees shall be appointed at the discretion of the President.

ARTICLE VI

AMENDMENTS

- Sec. 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Sec. 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

ARTICLE VII

SPECIAL BOARD OF FINANCE

- Sec. 1 Special Board of Finance shall meet as designated by statute.
- Sec. 2 Officers of this board shall be the same as the regular board.

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

April 4, 1983

Contents of the Safety Deposit Box #462-Farmers & Merchants National Bank

1. Keys to DeMotte
2. 2 letters concerning Board Action
3. Envelope marked Operating Fund Savings-BIRF Certificate of Deposit
4. March 1980-Documents concerning conversion of CD to 26 Week Money Market Certificate
5. \$15,000 Money Market Certificate with State Bank maturing May 1983
6. Equipment and Furniture inventories of Rensselaer, DeMotte, and Wheatfield-Jan. 1980
7. Jasper County Public Library History by Susan Bush.
8. Miscellaneous documents concerning old investments.
9. Warranty Deed for DeMotte Library.
10. Specifications for Rensselaer Library.
11. Abstract of Title to Rensselaer.
12. Hi-Fi account #70-0120-9 for LIRF.

May

AGENDA MAY 9, 1983

1. Minutes
2. Bills/Financial Report
 - 2.1 Transfer to LIRF
3. Director's Report
 - 3.1 Circulation
4. Systems Business
 - 4.1 Personnel Policy
 - 4.2 Remodeling
5. Rensselaer Business
 - 5.1 Bike Rack
6. Wheatfield Business
 - 6.1 Land Acquisition
7. DeMotte Business

MINUTES.....APRIL 11, 1983

The regular monthly meeting of the Jasper County Library Board was held at 7:00 p.m. at the Rensselaer headquarters. Those present included trustees: Mary Linda Casey, vice president; Barbara Gribble, secretary; Joan Ostler, and Miriam Lawyer, and Cathy Salyers, director.

Minutes

On a motion by Barbara Gribble, seconded by Miriam Lawyer, the minutes of the March 14, 1983 meeting were accepted.

Bills/Financial Report

On a motion by Miriam Lawyer, seconded by Joan Ostler, the Bills To Be Allowed were accepted.

The financial report was presented. C. Salyers reported that as of March 31, 29% of the book budget had been spent.

Director's Report

C. Salyers reported that circulation increased over March 1982 by the following amounts: DeMotte - 22%; Wheatfield - 30%; and Rensselaer - 13%. She also reported that salaried staff will be visiting Brownsburg Public Library and the State Library.

On a motion by Barbara Gribble, seconded by Miriam Lawyer, the board voted to close the library system on May 6th so that salaried staff members can attend the ILA Conference in South Bend, and directed Mrs. Salyers to give the public adequate notice of closing. They further discussed talking to the Friend's groups who might be trained to keep the libraries open.

By Laws

On a motion by Barbara Gribble, seconded by Miriam Lawyer, the board voted to adopt the bylaws as presented.

State Funds

Application for State Funds was presented and signed.

Personnel Policies

Personnel Policies were presented and changes were discussed. It was suggested that 8.3 of Salaries & Benefits be changed to read, "Salaried employees shall not receive payment for overtime....and consistency be maintained in referring to the 'library'."

On a motion by Miriam Lawyer, seconded by Joan Ostler, the board voted to approve Personnel Policies as amended.

Interlibrary Loan

C. Salyers discussed cutbacks in ILL service from NIALSA due to budgetary problems.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING April 1983

	19 <u>82</u>	19 <u>83</u>	
Monthly Circulation	<u>11,382</u>	<u>14,864</u>	
Daily Average	<u>438</u>	<u>572</u> <i>594</i>	
January to Date			
Total Circulation	<u>46,857</u>	<u>58,094</u>	(24%)

Rensselaer	<u>190</u>	/day
DeMotte	<u>122</u>	/day
Wheatfield	<u>306</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	29			1,045	23			616	14			587
Non-Fiction	40		5	584	22			485	6			339
Paperbacks	1			762	4			437				3,915
CHILDREN'S BOOKS:												
Fiction	6			1,205	33			1,146	5			876
Non-Fiction	16			551	10			261	10			431
FILMSTRIPS				17								3
MAGAZINES:												
Adult				396				169				317
Children				31								
MAPS, PICTURES, PHOTOS, PRINTS				1								
MICROFILM												
PAMPHLETS				175				31				19
SOUND RECORDINGS	12			168				33	3			265
TOTALS	104		5	4,934	92			3,178	33			6,752

18% increase

38% increase

38% increase

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

April 19⁸³

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	62	55	2
b. Received	42	31	1
c. Outstanding	20	24	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	49R 46C	65	14
b. Total Registered	(132 new cards) 7101		
3. REFERENCE QUESTIONS			
a. Telephone	94	176	47
b. In Person	123	190	54
4. LOCAL HISTORY-GENEALOGY			
a. In person	50		
b. Microfilms Used	12		
c. Research by Mail			
d. Oral Histories	10		

Minutes (continued).....April 11, 1983

Wheatfield Business

C. Salyers reported that Bill Moriarity is recommending that we purchase rather than lease the property, and he is presently investigating this possibility.

The board decided by consensus to hold the next meeting at the Wheatfield Library.

DeMotte Business

C. Salyers announced that Terri Weeks has returned to work at DeMotte after a five-month medical absence.

Rensselaer Business

C. Salyers presented Becky Gagnon's resignation to be effective April 28, 1983.

A replacement was discussed. Bob Souza will work June and July to handle the summer reading program. During the next three month's a permanent replacement will be sought.

Friends of the Rensselaer Library will hold a silent auction during an Open House on April 22 to be held at the Rensselaer Library.

C. Salyers also reported that donations have been received in memory of Gladys Carton. B. Gribble suggested that the money be used to purchase large print books and cassettes.

In a discussion of library hours, it was suggested that further consideration be given to permanently changing Rensselaer's hours to 10:00 a.m. to 8:00 p.m. Monday through Thursday and 10:00 a.m. to 5:00 p.m. Friday and Saturday with no change for summer. Further discussion of these hours was tabled until the May meeting.

Meeting adjourned at 8:30 p.m.

BILLS TO BE ALLOWED.....MAY 9, 1983

Utilities

City of Rensselaer	(3.51)	Rensselaer	\$ 330.18
NIPSCO	(3.51)	DeMotte	273.53
NIPSCO	(3.51)	Wheatfield	98.72
Northwestern Ind. Telephone Co.	(3.21)	DeMotte	40.72
United Telephone Co.	(3.21)	Rensselaer	206.91
United Telephone Co.	(3.21)	Wheatfield	28.34
		TOTAL [A]	\$ 978.40

Claims Allowed

Ace Hardware	(2.41)	Library Supplies	.75
A.E. Boyce Co., Inc.	(2.11)	Official Records	24.31
Baker & Taylor	(4.51)	Books	2,603.25
B. Dalton Books	(4.51)	Books	12.45
Becker, Margie	(3.23)	Mileage	99.20
Ben Franklin #1678	(2.41)	Library Sup.-\$2.06;	4.46
	(2.13)	Office Sup. -\$2.40	
Brodart, Inc.	(2.41)	Library Supplies	597.58
Daugherty, Lynn	(3.23)	Mileage	15.20
Demco	(2.41)	Library Supplies	6.30
DeMotte I.G.A.	(4.52)	Newspapers	3.50
Ebsco Subscription Service	(4.52)	Magazine Subscriptions	133.03
Eenigenburg's Produce, Inc.	(4.40)	Lawn Mower & Trimmer	310.00
Gale Research Co.		GIFT FUND-R.-Book	42.85
Harvey's	(4.51)	Book Processing Sup.	19.90
Heritage Office Products, Inc.	(4.40)	File Cabinet-\$95.00;	140.18
	(2.41)	Library Sup.-\$12.42;	
	(2.13)	Office Sup. -\$32.76	
H.W. Wilson Co.	(4.51)	Book Subscription	222.00
Indiana Historical Society	(3.24)	Prof. Meeting- Ck.#4487	10.00
Indiana Library Association	(3.24)	Prof. Meeting- Ck.#4400	356.00
Indiana State Chamber of Commerce	(4.51)	Book	10.50
Ireland, Kathy	(3.23)	Mileage	17.60
Jasper Co. Farm Bureau Co-op	(3.61)	Window Repairs-\$52.00;	55.79
	(2.31)	Repairs & Maint. Sup.-\$3.79	
Main Line Book Co.	(4.51)	Books	417.10
Marshall Cavendish Corp.	(4.51)	Books	81.20
Meier, Norma	(4.51)	Books	18.00
Ooms Bros. Disposal Service	(3.96)	Trash Pick-up (DeMotte)	9.00
Postmaster General	(3.22)	Stamps	100.00
Rainbow Books	(4.51)	Books	29.56
Rensselaer Police Dept.	(3.95)	Security Alarm Service	10.00
Salyers, Catherine A.	(3.23)	Mileage-\$37.20;	40.20
	(3.24)	Prof. Meeting-\$3.00	
Salyers, Catherine A.		PETTY CASH-D.-Postage-\$12.10;	18.10
		-Janitorial Sup.-\$6.00	
Silver Burdett Co.		GIFT FUND-D.-Books	15.59
Thomas Publishing Co.	(4.51)	Books	145.00
Tom's SuperMarket	(2.21)	Janitorial Sup.	11.05
Tri-ALSA	(2.41)	Summer Reading Mat'l.	30.45
Tysen's Country Grocery		GIFT FUND-D.-Open House Sup.	22.32
Victor Hotho & Co.	(4.51)	Books	84.27
Wathen, Richard B.	(4.51)	Books	19.50
Yoder, Ethel	(3.23)	Mileage	41.60
		TOTAL [B]	\$5,777.79
		TOTAL [A] & [B]	\$6,756.19

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

May 9, 1983

The Jasper County Public Library Board of Trustees hereby resolves
to transfer \$9,000 from the LIRF 1983 appropriation to the Library
Improvement Reserve Fund and invest in the LIRF Hi-Fi Account.

Joan Ostler

Miriam Sawyer

[Signature]

Franklin D. Wright

James A. Lefler

North Van Ren. and Angelica Streets

Rensselaer, Indiana 47978

	DATE	APRIL 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1500.00	6000.00	12500.00
2	Assistants	89,596.00	7491.91	28721.11	60874.89
3	Janitors	6,240.00	382.51	1241.28	4998.72
4	FICA & Unemployment Comp.	10,260.00	628.06	3100.75	7159.25
5	Other Personal Services	2,000.00		25.13	1974.87
6	Office Supplies	1,800.00	26.68	659.62	1140.38
7	Operating Supplies	1,700.00	162.43	655.75	1044.25
8	Repair & Maintenance Supplies	550.00	3.00	144.46	405.54
9	Other Supplies	2,000.00	239.38	870.94	1129.06
10	Professional Services	1,000.00			1000.00
11	Comm. & Transportation	10,950.00	864.78	2161.69	8788.31
12	Printing & Advertising	600.00			600.00
13	Insurance & Bonds	5,000.00		2641.65	2358.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	723.71	3289.63	7205.37
15	Repairs & Maintenance	6,500.00	26.37	2013.18	4486.82
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00			9000.00
18	Main. Contracts, Petty Cash	2,000.00	252.65	928.65	1071.35
19	Land	4,000.00			4000.00
20	Furniture & Equipment	8,000.00	215.17	534.72	7465.28
21	Books	40,000.00	6654.71	17093.54	22906.46
22	Periodicals & Newspapers	3,000.00	3.50	550.05	2449.95
23	Microforms & Audiovisuals	2,000.00	265.78	524.92	1475.08
24	Fund Total	236,041.00	19,440.64	71,507.13	164,533.87
25					
26	Ending Bal of All Funds 3-31-1983		86,759.71		
27	Rensselaer Fines		303.58		
28	DeMotte Fines		93.39		
29	Wheatfield Fines		10.90		
30	Rensselaer Copy		272.75		
31	DeMotte Copy		137.25		
32	Wheatfield Copy		5.80		
33	Rensselaer Cards		42.00		
34	De Motte Cards		25.20		
35	Wheatfield Cards		10.00		
36	Passbook Savings Interest		131.60		
37	Gift Money		374.00		
38	Less All Checks Written		-20,361.81		
39	Ending Balance of All Funds 4-30-1983		67,804.37		
40					

JASPER COUNTY PUBLIC LIBRARY
North Van and Angelcia Street
Rensselaer, Indiana 47978

APRIL 1983

BREAKDOWN OF ALL FUNDS

Checking Account - State Bank of Rensselaer

Operating Money in checking account 6,851.60

LIRF Money in checking account 985.65

Rens. Gift Money in Checking account 267.29

Building Improvement Res. Money in checking account 16,192.72

Bond money in checking account 3,756.33

DeMotte Gift money in checking account (1,046.67)

Total of all Money in State Bank Checking Account 27,006.92

Investments

Operating money - 26 Week Money Market Certificate

S 9283 - State Bank of Rensselaer @ 8.64% Interest

Due May 16th, 1983 15,000.00

LIRF Money Put Into a HI-FI Investment @ the

Farmers and Merchants National Bank @ 8% Interest

No. #70-0120-9 15,500.00

Total of All Investments 30,500.00

Passbook Savings Account - State Bank of Rensselaer

Operating Money in Savings Account 4,748.72

Rensselaer Gift Money in Savings Account 4,959.73

DeMotte Gift Money in Savings Account 197.66

Wheatfield Gift Money in Savings Account 150.67

LIRF Money in Savings Account 240.67

Total of Passbook Savings @ State Bank of Rensselaer 10,297.45

Ending Totals of All Funds 67,804.37

JUNE

AGENDA.....JUNE 13, 1983

1. *Executive Session*
2. *Minutes*
3. *Bills/Financial Statement*
4. *Circulation*
5. *Budget Committee Report*
6. *Personnel Policy*
7. *Wheatfield Business*
8. *DeMotte Business*
9. *Rensselaer Business*

The regular meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Wheatfield Library. Those present were Frank Wright, president; Joan Ostler, Jim Lefler, Miriam Lawyer, Jack Nesbitt, and Cathy Salyers, director. Mary Linda Casey was attending a KV School Board meeting as a representative of the library.

Minutes

On a motion by Joan Ostler, seconded by Miriam Lawyer, the minutes were approved.

Bills To Be Allowed/Financial Report

On a motion by Miriam Lawyer, seconded by Joan Ostler, the board voted to accept the Bills To Be Allowed.

On a motion by Jack Nesbitt, seconded by Miriam Lawyer, the board resolved to transfer the \$9,000 1983 LIRF appropriation to the LIRF fund and invest same in the library's LIRF Hi-Fi Account. C. Salyers reported that the library received \$29,981 in certified shares and \$2,665 property tax replacement. Following a discussion of cash flow, James Lefler moved to invest \$30,000 in a six-month Money Market Certificate. Joan Ostler seconded. The motion carried.

Director's Report

C. Salyers reported that circulation was up 24% over this time last year and registration stands at 7,101 borrowers. She then reported on her trip to the ILA/ILTA Convention at South Bend.

She attended workshops on filing catalog cards, censorship, publicity, and a discussion of the Ku Klux Klan in Indiana as well as an all day seminar on Women in Management. The staff also attended some of the workshops mentioned above as well as others.

Systems Business

C. Salyers requested that under Salary & Benefits a statement be added as 9.4 "To receive compensation for registration costs for other than the ILA/ILTA and District I Conferences, the employee must obtain the prior approval of the director." Approval of the request was given by consensus. There was then a discussion of the possibility of obtaining medical insurance.

Frank Wright appointed Joan Ostler and Miriam Lawyer to the budget committee.

Rensselaer Business

C. Salyers presented a proposal from the Friends of the Rensselaer Library to build a wooden recessed bike rack. The board directed Ms. Salyers to ask the Friends for a drawing and proposal of how to protect the public from harming themselves on such an apparatus if it is level with the ground. Ms. Salyers then presented a brief report on the remodeling project, showed a model of a proposed loft for the children's room, and talked about paneling.

Minutes (continued).....May 9, 1983

C. Salyers proposed that hours not be changed until September. She also stated that she wants to continue to study use before making a change.

Wheatfield Business

C. Salyers reported that M.L. Casey and Lynn Daugherty were attending the school board meeting to represent the library. Mr. Zeek was to present our request to acquire the land for our new library.

DeMotte Business

C. Salyers reported there are water problems in the DeMotte basement.

There was a discussion of budget and M. Lawyer and J. Ostler were directed to give a recommendation to the director's salary at the next board meeting.

There was a brief discussion of computerization and the library. Finally, there was a discussion of the painting commissioned by the board as to price to be paid to Judy Kanne. Ms. Salyers was directed to contact Mrs. Kanne.

The board adjourned at 8:40 p.m. on a motion by Jim Lefler seconded by Miriam Lawyer.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH, ENDING May 19 83

	<u>19 82</u>	<u>19 83</u>
Monthly Circulation	<u>11,356</u>	<u>13,626</u>
Daily Average	<u>454</u>	<u>568</u>

Rensselaer	<u>157</u>	/day
DeMotte	<u>138</u>	/day
Wheatfield	<u>354</u>	/day

January to Date	<u>58,213</u>	<u>71,720 (23% inc.)</u>
Total Circulation		

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	26			671	41			691	27			925
Non-Fiction	54			780	48			469	14			335
Paperbacks	11			602	6			567				4,096
CHILDREN'S BOOKS:												
Fiction	27			915	16			996	3			785
Non-Fiction	25			298	19			251	5			405
FILMSTRIPS												
MAGAZINES:												
Adult				189				159				259
Children				31								
MAPS, PICTURES, PHOTOS, PRINTS				2								
MICROFILM												
PAMPHLETS	38			216				8				18
SOUND RECORDINGS				74				20				264
TOTALS	181			3,778	130		59	3,161	48			7,087

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

May 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	53	36	0
b. Received	33	20 - 6 titles - 11 subjects	0
c. Outstanding	20	16 from Rens.	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	C30 R30	43	12
b. Total Registered	94 new patrons 7,195		
3. REFERENCE QUESTIONS			
a. Telephone	112	86	43
b. In Person	126	174	46
4. LOCAL HISTORY-GENEALOGY			
a. In person	25		
b. Microfilms Used	10		
c. Research by Mail			
d. Oral Histories	2		

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	May 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	7,500.00	11,000.00
2	Assistants	89,596.00	6,628.95	35,350.06	54,245.94
3	Janitors	6,240.00	361.88	1,603.16	4,636.84
4	FICA & Unemployment Comp.	10,260.00	568.94	3,669.69	6,590.31
5	Other Personal Services	2,000.00		25.13	1,974.87
6	Office Supplies	1,800.00	59.47	719.09	1,080.91
7	Operating Supplies	1,700.00	574.89	1,230.64	469.36
8	Repair & Maintenance Supplies	550.00	20.84	165.30	384.70
9	Other Supplies	2,000.00	42.87	913.81	1,086.19
10	Professional Services	1,000.00	3.00	3.00	997.00
11	Comm. & Transportation	10,950.00	608.87	2,770.56	8,179.44
12	Printing & Advertising	600.00			600.00
13	Insurance & Bonds	5,000.00		2,641.65	2,358.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	702.43	3,992.06	6,502.94
15	Repairs & Maintenance	6,500.00	52.00	2,065.18	4,434.82
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00			9,000.00
18	Main. Contracts, Petty Cash	2,000.00	19.00	947.65	1,052.35
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	405.00	939.72	7,060.28
21	Books	40,000.00	3,709.78	20,803.32	19,196.68
22	Periodicals & Newspapers	3,000.00	135.63	686.58	2,313.42
23	Microforms & Audiovisuals	2,000.00		524.92	1,475.08
24	Fund Total	236,041.00	15,394.45	86,901.58	149,139.42
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					



BREAKDOWN OF ALL FUNDS

Jasper County Public Library - May 1983

		1	2	3	4
1	Farmers and Merchants National Bank				1
2	Operating Checking Acct.		23,367.18		2
3	Rensselaer Gift Checking		4,631.88		3
4	DeMotte Gift Checking		164.75		4
5	Wheatfield Gift Checking		150.67		5
6	LIRF Moeny in Checking		240.67		6
7	Total Money in F and M Checking Account				7
8					8
9	Investments				9
10	HiFi Account (LIRF)		15,500.00		10
11	HiFi Interest		230.02		11
12	Total HiFi Acct-investment				12
13					13
14	Operating				14
15	Certificate of Deposit - LIRF Money				15
16	No.#9007 @ 8.4% Interest, due 11-14-1983				16
17					17
18	Amount of Money @ Farmers and Merchants Nat. Bank				18
19					19
20	State Bank of Rensselaer Checking Account				20
21					21
22	Total of All Funds in Farmers and Merchants & State Bank of Rens.				22
23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

BILLS TO BE ALLOWED.....JUNE 13, 1983

UTILITIES

City of Rensselaer	(3.51) Rensselaer	\$ 290.38
NIPSCO	(3.51) DeMotte	161.33
NIPSCO	(3.51) Wheatfield	58.23
Northwestern Ind. Telephone Co.	(3.21) DeMotte	41.47
United Telephone Co.	(3.21) Rensselaer-\$148.46;	188.24
	(4.51) Directories-\$39.78	
United Telephone Co.	(3.21) Wheatfield	28.34
	TOTAL [A]	\$ 767.99

CLAIMS ALLOWED

Baker & Taylor	(4.51) Books-\$1,917.41;	2,015.07
	GIFT FUND-D-FOL-\$95.00;	
	GIFT FUND-R-FOL-\$2.66	
Becker, Margie	(3.23) Mileage	124.00
Brodart, Inc.	(4.51) Books-\$38.88;	164.44
	(2.41) Sysdac Tape-\$67.86;	
	GIFT FUND-D-\$33.00;	
	GIFT FUND-W-\$24.70	
Carl Hungness Publishing	(4.51) Books	19.95
Daugherty, Lynn	(3.23) Mileage-\$35.60;	118.72
	(3.24) Prof. Meeting-\$76.00;	
	(2.41) Library Sup.-\$1.50;	
	(2.22) Oil & Lubricants-\$4.03;	
	(2.33) Repair Parts-\$1.59	
DeMotte Hardware	(2.21) Janitorial Supplies-\$4.83;	9.41
	(2.31) Bldg. Materials & Sup.-\$4.58	
DeMotte I.G.A.	(4.52) Newspapers	7.00
Educators Progress Service, Inc.	(4.51) Book	24.05
Facts On File, Inc.	(4.51) Books	127.14
Graton, Milton S.	(4.51) Books-Ck. #063	16.00
Harveys	(4.40) Equipment	10.50
Heritage Office Products, Inc.	(4.40) Equipment-\$430.02;	498.72
	(2.13) Office Sup.-\$62.49;	
	(2.41) Library Sup.-\$6.21	
Huntington, Ira	(4.51) Books	51.75
IEHA Oral History	(4.51) Book	6.00
Indiana Employment Security Div.	(1.20) Employee Benefits (surcharge)-	138.26
	Ck. #090	
Indianapolis Star	(3.31) Classified Ad	18.60
Indiana State Library	(4.51) Book	5.00
Internal Revenue Service	(1.20) Employee Benefits (penalty)-	44.20
	Ck. #091	
Ireland, Kathy	(3.23) Mileage	31.60
Kankakee Valley Post-News	(3.31) Classified Ad	5.10
Kanne, Judith	GIFT FUND-Ren. -Ck. #086	300.00
Main Line Book Co.	(4.51) Books	1,271.18
Manufacturers' News, Inc.	(4.51) Books	79.00
Olympia USA, Inc.	(4.40) Typewriters	732.00
Ooms Bros. Disposal Service	(3.96) Trash Pick-up-DeMotte	9.00
Peerless Paper & Industrial Supply	(2.41) Copy Paper	90.00
Post-Tribune	(4.52) Newspaper Subscription-\$88.40;	101.16
	(3.31) Classified Ad-\$12.76	
Quality Books, Inc.	(4.51) Books	70.00

Bills To Be Allowed (continued).....June 13, 1983

Rensselaer Police Dept.	(3.95) Security Alarm Service	\$ 10.00
Rensselaer Republican	(3.31) Classified Ad-Chk. #092	17.10
Rensselaer Republican	(4.52) Newspaper Sub-\$31.00	31.00
Ribordy Drugs	(2.13) Office Sup.-\$3.17;	6.62
	(2.21) Janitorial Sup.-\$3.45	
Salyers, Catherine A.	(3.23) Mileage-\$71.20;	130.20
	(3.24) Prof. Meeting-\$59.00	
Salyers, Catherine A.	PETTY CASH-DeMotte:	27.35
	(3.22) postage-\$20.65;	
	(2.13) Office Sup.-\$1.75;	
	(4.52) Magazine-\$1.25;	
	(2.21) Janitorial Sup.-\$3.70	
Silver Burdett Co.	GIFT FUND-D.-FOL	15.30
Tom's Supermarket	(2.21) Janitorial Sup.	17.70
Wheatfield Historical Society	(3.31) Advertisement	25.00
Whitney Communications Corp.	(4.51) Books	8.25
Yoder, Ethel	(3.23) Mileage	49.20
	TOTAL [B]	\$6,425.57
	TOTAL [A] & [B]	<u>\$7,193.56</u>

JULY

AGENDA.....JULY 11, 1983

1. Minutes
2. Bills/Financial Statement
3. Circulation Report
4. Budget Report
5. Rensselaer Business
 - 5.1 Hours
 - 5.2 Remodeling -
Opening Bids
 - 5.3 Interviews
 - 5.4 Friends of Library
6. Wheatfield Business
 - 6.1 Land Acquisition
 - 6.2 Building
7. DeMotte Business
 - 7.1 Jackie Corning
8. Systems Business
 - 8.1 Folk Arts Project
 - 8.2 Rensselaer Rotary Speech - 7/12/83
 - 8.3 ILA Task Force

MINUTES.....JULY 11, 1983

The regular monthly meeting of the Jasper County Library Board was held July 11, 1983 at 7:00 p.m. at the Rensselaer Library. Those present were Mary Linda Casey, vice-president; Barbara Gribble, secretary; Miriam Lawyer, and Cathy Salyers, director.

Since a quorum was not present, those present postponed voting matters and set a new meeting date for Thursday, July 14, 1983 at 7:30 p.m. in the Rensselaer Public Library.

Bids on the Rensselaer remodeling project were opened. They included: Cover Construction - \$23,800; A.A. Builders -\$13,885; Salyers Construction - \$16,549.76; Van Keppel Brothers, Inc. - \$14,500; and Hamstra Builders Inc. - \$15,817. All bidders submitted bid form no. 96 and financial statement form no. 96a. After a discussion of the bids, the board directed Mrs. Salyers to contact each bidder by letter to ask for the following additional information: 1) Amount and type of paneling to be used and the cost; 2) type of kitchen cabinet and cost; 3) type of range top and cost; 4) type of sink and cost; 5) type of bathroom vanity and cost; 6) availability to begin project; and 7) type of payment desired.

The meeting adjourned at 8:30 p.m.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING June 30 19 83

Monthly Circulation 19 82 14,956

Daily Average 598

January to Date
Total Circulation 73,169

19 83

19,061

733

89,835

90,781 (up 24%)

Rensselaer 213 253 /day

DeMotte 201 /day

Wheatfield 330 /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	36		1	<u>989</u> 883	26		111	825	21			521
Non-Fiction	39		1	<u>699</u> 1,731	35		10	370	12			261
Paperbacks	9			848	1			438	1			4,107
CHILDREN'S BOOKS:												
Fiction			5	2,174	23		12	2,751				1,476
Non-Fiction	3		5	428	14		11	624	22			331
FILMSTRIPS				5								
MAGAZINES:												
Adult				165				175				299
Children				15								
MAPS, PICTURES, PHOTOS, PRINTS				2				1				
MICROFILM												
PAMPHLETS	53		10	239				1				13
SOUND RECORDINGS	20		1	87				40				251
TOTALS	160		23	<u>5631</u> 6,577	99		144	5,225	56			7,259

up 40%

up 55%

up 5%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

June 30 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	44	32	1
b. Received	(1 filled by Dem.) (1 filled by Wheat) 34	(31 filled by Ren) 22	(2 filled by Ren) 1
c. Outstanding			
d. Films	6		
No. of Films	380		
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	R 21 C 26	70	6
b. Total Registered	(98 new; 25 repl.) 7,293		
3. REFERENCE QUESTIONS			
a. Telephone	68	60	42
b. In Person	80	41	33
4. LOCAL HISTORY-GENEALOGY			
a. In person	36 *		
b. Microfilms Used	11		
c. Research by Mail			
d. Oral Histories	1 (given to library)		

*Of the 36 people, 24 were from different towns, 8 from different states.



JUNE 1983

Breakdown of All Funds -

		1	2	3	4	
	Farmers and Merchants National Bank Checking Account					
1	Operating Balance		67,249.25			1
2	Rensselaer Gift Fund		4,663.11			2
3	DeMotte Gift Fund		644.34			3
4	Wheatfield Gift Fund		126.48			4
5	LIRF Money		(-3656.81)			5
6	Bond Money		11,077.92			6
7	Res. for Fed. Tax		4.80			7
8	Res. for Soc. Sec. Tax		12.33			8
9	Res. for State Tax		3.50			9
10	Res. for County Tax		1.84			10
11	Total of Money in Checking Account			80,126.76		11
12						12
13	Farmers and Merchants National Bank					13
14	Investment - Hi-Fi Account - LIRF Money			24,730.02		14
15						15
16	Farmers and Merchants National Bank - Money -					16
17	Certificate of Deposit - No. #9007 @ 8.4% Interest					17
18	Matures Nov. 14th, 1983			15,000.00		18
19				119,856.78		19
20						20
21						21
22						22
23						23
24						24
25	<u>LIRF ACCOUNT</u>					25
26	LIRF money in checking	-3,656.81				26
27	LIRF Hi-Fi Investment	24,730.02				27
28						28
29	LIRF Balance	21,073.21				29
30						30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	JUNE 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	9,000.00	9,500.00
2	Assistants	89,596.00	7,703.53	43,237.59	46,358.41
3	Janitors	6,240.00	465.68	2,068.84	4,171.16
4	FICA & Unemployment Comp.	10,260.00	1,626.92	5,296.61	4,963.39
5	Other Personal Services	2,000.00		25.13	1,974.87
6	Office Supplies	1,800.00	67.41	786.50	1,013.50
7	Operating Supplies +59.90	1,700.00	164.07	1,444.71	315.19
8	Repair & Maintenance Supplies	550.00	33.46	198.76	351.24
9	Other Supplies	2,000.00	6.33	920.14	1,079.86
10	Professional Services	1,000.00	135.00	138.00	862.00
11	Comm. & Transportation	10,950.00	608.75	3,379.31	7,570.69
12	Printing & Advertising	600.00	78.56	78.56	521.44
13	Insurance & Bonds	5,000.00		2,641.65	2,358.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	451.71	4,443.77	6,051.23
15	Repairs & Maintenance	6,500.00	1.59	2,066.77	4,433.23
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00	9,000.00	9,000.00	-0-
18	Main. Contracts, Petty Cash	2,000.00	44.00	991.65	1,008.35
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	1,172.52	2,112.24	5,887.76
21	Books +3115.56	40,000.00	3,658.39	27,468.07	15,647.49
22	Periodicals & Newspapers	3,000.00	127.65	814.23	2,185.77
23	Microforms & Audiovisuals	2,000.00		524.92	1,475.08
24	Fund Total 239,216.46	236,041.00	26,845.57	116,987.51	122,228.95
25					
26					
27					
28					
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30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

BILLS TO BE ALLOWED.....JULY 11, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 246.12
NIPSCO	(3.51) DeMotte	154.11
NIPSCO	(3.51) Wheatfield	
Northwestern Ind. Telephone Co.	(3.21) DeMotte	43.33
United Telephone Co.	(3.21) Rensselaer	137.54
United Telephone Co.	(3.21) Wheatfield	28.34
	TOTAL [A]	\$ 609.44

Claims Allowed

Ace Hardware	(2.32) Paint & Painting Supplies	65.53
A.E. Boyce Co., Inc.	(2.11) Official Records	63.64
American Library Association	(4.51) Books	45.00
American Library Association	(4.51) Books-Ck. #162	6.00
Baker & Taylor	(4.51) Books-\$1,041.89;	1,085.81
	GIFT FUND-Rensselaer-\$18.97;	
	GIFT FUND-DeMotte-\$24.95	
Becker, Margie	(3.23) Mileage	111.60
Brodart Inc.	(4.51) Books-\$70.08;	137.94
	(2.41) Sysdac Tape-\$67.86	
Congressional Quarterly	(4.51) Books	68.35
Consolidated Insurance Agency	(3.41) Bond	80.00
Daugherty, Lynn	(3.23) Mileage	3.20
Demco Inc.	(2.41) Library Supplies	86.38
DeMotte I.G.A.	(4.52) Newspapers	6.25
DeYoung Plmbg., Htg., & Air Cond.	(3.62) Repairs & Maintenance-Equipment	359.50
Gaylord Bros, Inc.	(2.41) Library Supplies	41.40
Harvey's	(2.41) Contact Paper	23.88
Heritage Office Products, Inc.	(2.13) Office Supplies-\$13.50;	63.45
	(4.40) Cassette Recorder-\$49.95	
K-V Post News	(3.31) Printing & Advertising	12.49
Main Line Book Co.	(4.51) Books	138.18
Medical Economics Co., Inc.	(4.51) Books	18.36
Monroe	(2.41) Toner & Dispersant	59.90
National Geographic Society	(4.51) Book	8.70
Ooms Bros. Disposal Service	(3.96) Trash Pick-up (DeMotte)	9.00
Postmaster General	(3.22) Stamps	100.00
Post-Tribune	(4.52) Newspaper Subscription-Wheat.	88.40
Purdue University	(4.51) Books	12.00
Quality Paperback Book Club, Inc.	(4.51) Books	4.97
Quill Corporation	(2.41) Copy Paper-\$99.87;	117.36
	(2.13) Office Supplies-\$17.49	
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Printing & Advertising	12.49
Salyers, Catherine A.	(3.23) Mileage	38.40
Salyers, Catherine A.	PETTY CASH- DeMotte:	17.23
	(2.21) Janitorial Sup.-\$7.35;	
	(3.22) Postage-\$9.88	
Schulenberg, Sharon	(3.23) Mileage	8.80
Silver Burdett Co.	GIFT FUND-DeMotte Friends	32.74
	TOTAL [B]	\$2,936.95
	TOTAL [A] & [B]	\$3,546.39

AUGUST

AGENDA.....AUGUST 8, 1983

1. Public Hearing On 1984 Budget

AGENDA.....AUGUST 8, 1983

1. Executive Session
2. Rensselaer Business
 - 2.1 Awarding of Contract
 - 2.2 Friends Activities
3. Minutes
4. Bills/Financial Statement
5. Director's Report
 - 5.1 Circulation
 - 5.2 Children's Librarian
 - 5.3 Mileage
6. Wheatfield Business
 - 6.1 Septic System
 - 6.2 Building Project
7. DeMotte Business
 - 7.1 Staff
8. Other Business
9. Adjournement

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING July 31 1983

	<u>19 82</u>	<u>19 83</u>
Monthly Circulation	<u>13,200</u>	<u>16,868</u>
Daily Average	<u>528</u>	<u>675</u>
January to Date		
Total Circulation	<u>86,369</u>	<u>107,649</u> (up 24.6%)

Rensselaer	<u>183</u> /day
DeMotte	<u>174</u> /day
Wheatfield	<u>378</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	21		181	806	14			924	18			538
Non-Fiction	41			671	19			436	13			311
Paperbacks	7			795	1			491				4,743
CHILDREN'S BOOKS:												
Fiction	20		3	1,556	6			1,866	2			1,433
Non-Fiction	41		4	312	4			423	1			434
FILMSTRIPS												
MAGAZINES:												
Adult				108				155				292
Children				37								
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
PAMPHLETS	25			156				22				8
SOUND RECORDINGS	13			130				35				186
TOTALS	168		188	4,571	44			4,352	34			7,945

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

July 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	66	51	2
b. Received	38 (Dem. filled 5)	36 (Ren. filled 18)	2
c. Outstanding	28	15	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	40R 38C	45	18
b. Total Registered	7,402		
3. REFERENCE QUESTIONS			
a. Telephone	79	86	47
b. In Person	69	82	45
4. LOCAL HISTORY-GENEALOGY			
a. In person	41		
b. Microfilms Used	8		
c. Research by Mail	12		
d. Oral Histories			

MINUTES.....JULY 14, 1983

The regular monthly meeting of the Jasper County Public Library was held at 7:30 p.m. on July 14, 1983 at the Rensselaer Headquarters. Those present were Joan Ostler, Barbara Gribble, secretary; Frank Wright, president; Mary Linda Casey, vice-president; Jack Nesbitt, and Cathy Salyers, director.

Minutes of the June 13, 1983 meeting were presented. On a motion by Barbara Gribble seconded by Jack Nesbitt, the minutes were approved.

The minutes of the July 11, 1983 meeting were presented. On a motion by Barbara Gribble, seconded by Mary Linda Casey, the minutes were approved.

The Bills To Be Allowed were presented. After a brief discussion, Barbara Gribble moved and Joan Ostler seconded. Motion carried.

Circulation Report was presented. C. Salyers noted that circulation was up at Rensselaer 40% and up 55% at DeMotte over June of 1982.

There was a discussion concerning the sale of art prints. The director was asked to draft a policy and consider more publicity.

C. Salyers reported that the library was eligible to appeal for an increase in the levy due to growth factor in Jasper County; therefore, she presented a revised budget and salary schedule. The total budget figure was revised upward to \$282,330 with \$500 salary increases to salaried staff; \$800 increase in office supplies; \$300 increase in telephone; \$1500 in repairs; \$6,000 increase in LIRF; \$2,000 in equipment; \$3,000 in books; and \$2,000 in periodicals. On a motion by Mary Linda Casey, seconded by Joan Ostler, the motion passed to increase budget to \$282,330.

Rensselaer Business

The board unanimously decided to change the hours of the Rensselaer Library to 10:00 a.m. to 8:00 p.m. Monday-Thursday, and 10:00 a.m. to 5:00 p.m. Friday and Saturday as of September 1983.

Remodeling bids were discussed. M.L. Casey suggested the addition of a microwave to the meeting room. The director was asked to explore the matter further.

C. Salyers reported that she was currently interviewing applicants for Children's Librarian.

C. Salyers reported that the Friends Group needed a decision on the location of the bike rack they want to install at the library. The board instructed Ms. Salyers to tell the Friends that the rack should be located on the north side of the sidewalk in front of the bushes.

C. Salyers was directed to add an explanatory sentence to enrollment forms for children's programming stating that special permission may be obtained if a child is not eligible according to stated rules.

Minutes (continued).....July 14, 1983

Wheatfield Business

C. Salyers reported that soil sample was to be taken today, July 14th, for determination of needed septic system for Wheatfield's proposed library.

There was a discussion of architects and engineers for the Wheatfield project. Ms. Salyers was directed to determine the next steps in the process toward completion of the project. She reported that LOM Association would be coming to the August meeting.

DeMotte Business

Ms. Salyers announced the hiring of Jackie Corning at the DeMotte Library to replace Kathy Ireland.

Ms. Salyers reported on the Folk Arts Program by the Indiana Arts Commission, Rotary speech of July 12, and meeting of the ILA Task Force at the Rensselaer Library.

Finally, C. Salyers reported that Time-Life Books requested negatives of one of Milroy's papers. The board instructed her to send negatives and asked that Time-Life to print that the picture was reprinted through the courtesy of the Rensselaer Public Library.

Meeting adjourned at 9:10 p.m.

OPERATING FUND

BILLS TO BE ALLOWED.....AUGUST 8, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 434.45
NIPSCO	(3.51) DeMotte	339.17
NIPSCO	(3.51) Wheatfield	74.70
Northwestern Ind. Telephone Co.	(3.21) DeMotte	41.77
United Telephone Co.	(3.21) Rensselaer	155.34
United Telephone Co.	(3.21) Wheatfield	
	TOTAL [A]	\$ 1,045.43

Claims Allowed

Ace Hardware	(4.40) Sprinkler	7.69
Associated Libraries, Inc.	(4.51) Books	18.95
Baker & Taylor	(4.51) Books	830.12
Becker, Margie	(3.23) Mileage	99.20
Brodart, Inc.	(2.41) Sysdac Tape-\$67.86;	222.41
	(4.51) Books-\$154.55	
Campbell Printing Co.	(2.12) Stationery & Printing	123.50
Credit Bureau of Rensselaer	(4.52) Publications	25.00
Daugherty, Lynn	(4.51) Books-\$6.00;	17.15
	(4.40) Equipment-\$5.75;	
	(2.13) Office Sup.-\$2.00;	
	(3.23) Mileage-\$3.40	
DeHaan Roofing	(3.61) Roof Repairs-DeMotte	35.00
Demco Inc.	(4.51) Book Processing Sup.-\$115.65;	146.36
	(2.41) Library Sup.-\$30.71	
DeYoung Plmbg, Htg., & Air Cond.	(3.62) Repairs & Maint.-Equipment	38.50
East West Learning Center	(4.51) Books	488.13
Ebsco Subscription Services	(4.52) Magazine Subscriptions	145.50
Giant Photos	(2.41) Library Sup.-Ck.#185	10.50
Heritage Office Products, Inc.	(2.41) Library Sup.-\$15.44;	19.22
	(2.13) Office Sup.-\$3.78	
Hook Drugs, Inc.	(4.51) Books-\$5.31;	64.94
	(4.52) Magazines-\$57.68;	
	(2.41) Library Sup.-\$1.95	
ICUC Press	(4.51) Books	28.35
Indiana Univ. Press	(4.51) Books	33.12
Ingram Book Co.	(4.53) Microfiche	30.00
Jasper Co. Farm Bureau Co-op	(2.33) Building Mat'l-\$1.65;	50.20
	(3.61) Repairs & Maint.-\$49.55	
Kaper's Building Material Serv.	(2.31) Building Materials-DeMotte	5.92
Library of Congress	(4.51) Books	15.00
Luchene, Don	(3.96) Lawn Mowing-DeMotte	30.00
M & W Dozing & Trucking Co.	(1.31) Personal Services/Other Comp.	32.00
Newman/Aument Film Library	GIFT FUND-Rensselaer Friends	68.00
NIALSA	(3.24) Professional Mtg.	3.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up (DeMotte)	9.00
Postmaster General	(3.22) Stamps	100.00
Quality Paperback Book Club	(4.51) Books	24.63
Random House, Inc.	(4.53) Records	72.28
Rensselaer Police Dept.	(3.96) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Advertisement	13.80
Ribordy Drugs	(2.41) Cassette Tapes	12.43
Salyers, Catherine A.	(3.23) Mileage	44.80

Bills To Be Allowed (Continued).....August 8, 1983

Salyers, Catherine A.	PETTY CASH-Rensselaer:	36.20
	(3.22) Postage-\$33.85;	
	(2.22) Gasoline/Mower-\$2.00;	
	(2.13) Office Sup.-\$.35	
Sears, Roebuck & Co.	(3.95) Maintenance Contract-Vacuum	68.90
Sears, Roebuck & Co.	(2.21) Vacuum Bags	5.07
Tom's Supermarket	GIFT FUND-Rensselaer Friends	25.43
Zeck Heating	(3.61) Repairs & Maint-Bldg.	<u>70.00</u>
	TOTAL [B]	\$3,080.30
	TOTAL [A] & [B]	<u><u>\$4,125.73</u></u>

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	July 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	10,500.00	8,000.00
2	Assistants	89,596.00	7,635.23	50,872.82	38,723.18
3	Janitors	6,240.00	343.13	2,411.97	3,828.03
4	FICA & Unemployment Comp.	10,260.00	635.05	5,931.66	4,328.34
5	Other Personal Services	2,000.00		25.13	1,974.87
6	Office Supplies	1,800.00	94.63	881.13	918.87
7	Operating Supplies +59.90	1,700.00		1,444.71	315.19
8	Repair & Maintenance Supplies	550.00	65.53	264.29	285.71
9	Other Supplies	2,000.00	389.79	1,309.93	690.07
10	Professional Services	1,000.00		138.00	862.00
11	Comm. & Transportation	10,950.00	481.09	3,860.40	7,089.60
12	Printing & Advertising	600.00	24.98	103.54	496.46
13	Insurance & Bonds	5,000.00	80.00	2,721.65	2,278.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	457.01	4,900.78	5,594.22
15	Repairs & Maintenance	6,500.00	366.85	2,433.62	4,066.38
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.00
18	Main Contracts, Petty Cash	2,000.00	19.00	1,010.65	989.35
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	49.95	2,162.19	5,837.81
21	Books +3,115.56	40,000.00	1,413.53	28,881.60	14,233.96
22	Periodicals & Newspapers	3,000.00	94.65	908.88	2,091.12
23	Microforms & Audiovisuals	2,000.00		524.92	1,475.08
24	Fund Total 239,216.46	236,041.00	13,650.42	130,637.93	108,578.53
25					
26	Ending June 1983 Balance	119,856.78			
27	Plus Deposits	14,714.99			
28	Minus Checks	13,727.08			
29	Ending Balance of All Funds	120,844.69			
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Jasper County Public Library

July 1983

Rensselaer, Indiana 47978

Breakdown of All Funds

Farmers and Merchants National Bank Checking Account

Operating Balance 68,313.82

Rensselaer Gift Fund 4,644.14

DeMotte Gift Fund 586.65

Wheatfield Gift Fund 126.48

LIRF Money (3,656.81)

Bond Money 11,077.92

Res. for FIT Collected 4.80

Res. for FICA Collected 12.33

Res. for GIT Collected 3.50

Res. for CO. Collected 1.84

Total Money in Farmers and Merchants Checking Account 81,114.67

Farmers and Merchants National Bank

Investment Hi-Fi Account 24,730.02

Farmers and Merchants National Bank LIRF Money

Certificate of Deposit - No. #9007 @ 8.4% Interest

Matures Nov. 14th, 1983 15,000.00

Total of All Funds 120,844.69

EFFECTIVE SERVICE THROUGH PLANNING

Jasper County Public Library 5-Year Service Plan 1984-1989

The Jasper County Public Library System was formed in 1978 with the merger of the Rensselaer, DeMotte, and Wheatfield Libraries. The system is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all the districts' residents, regardless of age or formal schooling. The library district consists of Jasper County with the exception of Remington and Carpenter Township.

Since the library has been operating under a tax freeze, its growth has been limited by available funds. Now with the enactment of the 1982 Tax Appeal bill and clarification of the tax appeal law, this plan will serve not only as a blueprint for continued library service and as a tool for evaluation of administrative and staff performance, but as a means of raising the level of service.

The goal of this organization is to maintain an effective library organization through efficient service to the community. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library System:

1. Establish and maintain quality and efficiency of operation.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain a continuous and rational collection development.
5. Maintain a quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

1. Establish and maintain quality and efficiency of operations.
 - 1.1 Continue to provide in-service training of the staff.
 - 1.2 Provide for adequate training of new staff members.
 - 1.3 Review and update job descriptions annually
 - 1.4 Finish updating and revising the card catalogs.
 - 1.5 Plan for implementation of automation in areas of card catalog and circulation.
 - 1.6 Index, revise and continually update procedural manual.
2. Provide effective and relevant services to the user.
 - 2.1 Survey community to determine needs and desires of users and non-users.
 - 2.2 Develop a community profile through use of survey data, census data, and data from other libraries.
 - 2.3 Set group priorities for service such as senior citizens, young adults, children, men, women, handicapped, shut-ins, business, agricultural, law, mental health communities, schools and religious groups.
3. Maintain adequate physical facilities.
 - 3.1 Finalize plans for Wheatfield's new building.
 - 3.2 Establish a maintenance plan for all buildings.
 - 3.3 Determine time table for replacement for equipment.
 - 3.4 Plan for growth, remodeling, additions to structures, or new facilities.
4. Maintain continuous and rational collection development.
 - 4.1 Determine community needs and desires.
 - 4.2 Review and revise selections policy every two years.
 - 4.3 Analyze collection's strenghts and weaknesses.
 - 4.4 Establish a weeding schedule and policy.
 - 4.5 Maintain and establish where necessary subscriptions to review journals.
 - 4.6 Encourage input from staff and community.
5. Provide and maintain a quality staff and engage in staff development.
 - 5.1 Hire a MLS librarian to head the Rensselaer Library.
 - 5.2 Replace staff when necessary with qualified personnel.
 - 5.3 Develop a staff evaluation form.
 - 5.4 Maintain in-service training program.
 - 5.5 Provide for continuing education of the staff.
 - 5.6 Establish and maintain good communication with the staff.
 - 5.7 Develop training program for new staff members.
 - 5.8 Continually review and update staff policies.
 - 5.9 Define areas of responsibilities through job descriptions.

6. Maintain and effective level of administration.

- 6.1 Revise and update board bylaws every two years.
- 6.2 Define areas of responsibilities between board and director.
- 6.3 Continually revise and update job description of the director.
- 6.4 Develop job description for the board.
- 6.5 Establish procedures and requirements for hiring a director.
- 6.6 Provide for education of new board members and continuing education of other board members.
- 6.7 Develop evaluation form for the director.

SEPTEMBER

AGENDA.....SEPTEMBER 12, 1983

1. Introduction of Wilbur Doty
2. Minutes
 - 2.1 Special Budget Adoption
 - 2.2 Regular
3. Bills/Financial Report
4. Director's Report
 - 4.1 Circulation
 - 4.2 Rensselaer Business
 - 4.21 Children's Librarian
 - 4.22 Shelving
 - 4.23 Loft
 - 4.3 DeMotte Business
 - 4.31 Terry Weeks Resignation
 - 4.32 Charlotte Fagan
 - 4.4 Wheatfield Business
 - 4.41 Possible Building Sites
5. Appointment Status
6. Auction of Personal Property
7. Meeting Room Policy

Minutes.....August 8, 1983

The Public Hearing on the 1984 Jasper County Public Library budget was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were Frank Wright, president; Mary Linda Casey, vice president; Miriam Lawyer, and Joan Ostler, trustees; and Cathy Salyers, director/treasurer.

Since there was no public representative to question or protest the advertised budget, the meeting adjourned at 7:25 p.m. on a motion by Miriam Lawyer and seconded by Joan Ostler.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING August 31 1983

	<u>19 82</u>	<u>19 83</u>
Monthly Circulation	<u>11,716</u> <i>12,581</i>	<u>15,481</u>
Daily Average	<u>434</u> <i>463</i>	<u>595</u>
January to Date	<i>950</i>	
Total Circulation	<u>98,085</u>	<u>123,130</u> (up 20%)

Rensselaer	<u>153</u> /day
DeMotte	<u>145</u> /day
Wheatfield	<u>361</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	26		33	862	12			810	39			676
Non-Fiction	48		48	648	9			406	6			352
Paperbacks	40			701	2			684				4,901
CHILDREN'S BOOKS:												
Fiction	65		1	1,293	1			1,39	2			768
Non-Fiction	11		3	235				296	2			381
FILMSTRIPS												
MAGAZINES:												
Adult				202				127	2			245
Children				17								
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
PAMPHLETS	55		1	72				3				7
SOUND RECORDINGS	11			104				37	22			256
TOTALS	256		76	4,134	24			3,761	71			7,586

(up 119%)

(up 92%)

(up 25%)

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

August 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	42	47	0
b. Received	(19 DeMotte) 27	(2-Wheat. & 1 Rens) 31	(1-Rens.) 0
c. Outstanding	15	16	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION	R 19 Co 27	37	4
a. Borrowers Added	7,469		
b. Total Registered			
3. REFERENCE QUESTIONS			
a. Telephone	61	138	77
b. In Person	53	74	69
4. LOCAL HISTORY-GENEALOGY			
a. In person	27		
b. Microfilms Used	6		
c. Research by Mail	21		
d. Oral Histories			

Jasper County Public Library

August 1983

Rensselaer, Indiana 47978

		1	2	3	4	
	Breakdown of All Funds					
1	Farmers and Merchants National Bank Checking Account					1
2	Operating Balance		59,198.20			2
3	Rensselaer Gift Fund		4,575.71			3
4	DeMotte Gift Fund		644.34			4
5	Wheatfield Gift Fund		126.48			5
6	LIRF Money					6
7	Bond Money		11,077.92			7
8	Res. for FIT Collected		4.80			8
9	Res. for FICA Collected		12.33			9
10	Res. for GIT Collected		3.50			10
11	Res. for CO Collected		1.84			11
12	Total of Funds in Farmers & Merchants Checking Account			75,645.12		12
13						13
14	Farmers and Merchants National Bank					14
15	Hi Fi Account			16,743.69		15
16						16
17	Farmers and Merchants National Bank LIRF					17
18	Money - Certificate of Deposit - No. #9007 @					18
19	8.4% Interest - Matures Nov. 14th, 1983			15,000.00		19
20	Total of All Funds			107,388.81		20
21						21
22						22
23						23
24						24
25						25
26						26
27						27
28						28
29						29
30						30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	AUGUST 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	12,000.00	6,500.00
2	Assistants	89,596.00	7,003.21	57,876.03	31,719.97
3	Janitors	6,240.00	341.26	2,753.23	3,486.77
4	FICA & Unemployment Comp.	10,260.00	592.57	6,524.23	3,735.77
5	Other Personal Services	2,000.00	32.00	57.13	1,942.87
6	Office Supplies	1,800.00	129.63	1,010.76	789.24
7	Operating Supplies +59.90	1,700.00	5.07	1,449.78	310.12
8	Repair & Maintenance Supplies	550.00	41.57	305.86	244.14
9	Other Supplies	2,000.00	128.39	1,438.32	561.68
10	Professional Services	1,000.00		138.00	862.00
11	Comm. & Transportation	10,950.00	724.46	4,584.86	6,365.14
12	Printing & Advertising	600.00	29.90	133.44	466.56
13	Insurance & Bonds	5,000.00		2,721.65	2,278.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	848.32	5,749.10	4,745.90
15	Repairs & Maintenance	6,500.00	160.05	2,593.67	3,906.33
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.0
18	Main Contracts, Petty Cash	2,000.00	117.90	1,118.55	871.45
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	13.44	2,175.63	5,824.37
21	Books +3,115.56	40,000.00	1,719.81	30,601.41	12,514.15
22	Periodicals & Newspapers	3,000.00	228.18	1,137.06	1,862.94
23	Microforms & Audiovisuals	2,000.00	102.28	627.20	1,372.80
24	Fund Total	<u>236,041.00</u>	<u>13,718.04</u>	<u>144,355.97</u>	<u>94,860.49</u>
25		239,216.46			
26					
27					
28	Ending July Balance	120,844.69			
29	Plus Deposits	+ 13,212.40			
30	Minus Checks	- 26,668.28			
31	Ending August Balance	107,388.81			
32					
33					
34					
35					
36					
37					
38					
39					
40					

Minutes.....August 8, 1983

The regular monthly meeting of the Jasper County Public Library Board was held at 7:25 p.m. at the Rensselaer Headquarters. Those present were Frank Wright, president; MaryLinda Casey, vice president; Miriam Lawyer, Joan Ostler, trustees; and Cathy Salyers, director.

An executive session was held from 7:25 p.m. to 8:50 p.m.

Regular board meeting was called to order at 8:50 p.m.

After a brief discussion of the bids for the Rensselaer Remodeling project, Mr. Al Hamstra of AAA Builders was questioned concerning his bid of \$13,885. He reported that the project would require approximately 116 sheets of paneling; he would be doing the work himself; he would use Delta faucets; he was bondable and would provide lien releases when work was completed. Frank Wright requested that Mr. Hamstra return on August 15, 1983 for final paper work and signing of necessary contracts.

Miriam Lawyer moved that the bid of AA Builders be accepted. Mary Linda Casey seconded. The motion passed.

C. Salyers reported that the Friends of the Rensselaer Library would hold a book sale and free film show on August 26, 1983.

On a motion by Mary Linda Casey, seconded by Joan Ostler, the board approved the minutes of the July 14, 1983 meeting.

The bills were presented. On a motion by Mary Linda Casey, seconded by Miriam Lawyer, the bills were approved.

C. Salyers reported that she had finished interviewing candidates for the position of Children's Librarian for Rensselaer. She had narrowed the choice to three persons, and would be checking references and making a decision in the next two weeks.

There was a discussion of the Wheatfield Library building site. Frank Wright instructed C. Salyers to talk to K-V School Board about obtaining all necessary property including present site of the library area for septic system, and area for new building. He further instructed her to check further for other possible building sites.

C. Salyers discussed a microcomputer workshop which is to be held in September and sponsored by the Illinois and Indiana State Library Associations. She requested that the board grant her and Lynn Daugherty permission to attend with the library paying for mileage, registration fee, and hotel accomodations. The board agreed by consensus.

C. Salyers further reported that Diana Kooy has been hired to cover Jackie Corning's hours while Jackie is in school.

C. Salyers presented a petition to appeal for relief of excessive levy limits since Jasper County's growth factor exceeded more than twice the state

Minutes (con'td).....August 8, 1983

average. The funds from the appeal would be used to install fire alarm systems at Rensselaer and DeMotte. On a motion by Joan Ostler, seconded by Miriam Lawyer, the petition was approved. Those present signed the petition.

Meeting adjourned at 8:45 p.m.

MINUTES.....AUGUST 15, 1983

The Jasper County Public Library Board held a meeting to adopt the budget at 7:00 p.m. at the Rensselaer Headquarters. On a motion by Mary Linda Casey, seconded by Barbara Gribble, the board voted to accept the budget.

The meeting adjourned at 7:30 p.m.

OPERATING FUND

BILLS TO BE ALLOWED.....SEPTEMBER 12, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 550.49
NIPSCO	(3.51) DeMotte	322.66
NIPSCO	(3.51) Wheatfield	74.60
Northwestern Ind. Telephone Co.	(3.21) DeMotte	51.45
United Telephone Co.	(3.21) Rensselaer	150.94
United Telephone Co.	(3.21) Wheatfield	28.74
	TOTAL [A]	\$1,178.88

Claims Allowed

A.A. Builders, Inc.	LIRF- Check No. 354	\$4,600.00
American Library Assn.	(4.51) Books	46.09
Baker & Taylor	(4.51) Books	764.67
Becker, Margie	(3.23) Mileage	111.60
Bierma Hardware	(3.61) Repairs & Maintenance-Wheat.	33.79
Boiler & Pressure Board	(3.61) Boiler Inspection	12.50
Brodart, Inc.	(2.41) Sysdac Tape	68.13
Catalist	(3.24) Prof. Mtg.-Ck. #340	200.00
Catalist	(3.24) Prof. Mtg. -Ck.#341	10.00
Children's Press	(4.51) Books	74.23
Child's World	(4.51) Books	470.12
Consolidated Insurance Agency	(3.42) Workmen's Comp. Ins.	150.00
Creative Companies	(4.51) Books	32.95
Daisey Book Co.	(4.51) Books	604.32
Daugherty, Lynn	(3.23) Mileage	53.00
Demco Inc.	(4.51) Book Processing Sup.	7.00
DeMotte I.G.A.	(4.52) Newspapers	5.25
DeYoung Plmbg, Htg, & Air Cond.	(3.62) Repairs & Maint-Rens.	43.50
Emery-Pratt Co	(4.51) Books	587.73
G.L. Nelson Publishing	(4.51) Books	40.37
Great Western Supply	(2.13) Office Supplies	132.89
Harvey's	(4.40) Equipment (Waste Basket)-\$13.95;	33.85
	(4.51) Book Processing Sup.-\$19.90	
Heritage Office Products, Inc.	(2.13) Office Supplies	62.94
Highsmith Co., Inc.	(2.41) Album Covers	26.13
Hook Drugs, Inc.	(2.21) Janitorial Sup.-\$3.29;	4.78
	(2.13) Office Sup.-\$1.49	
IEHA Oral History	(4.51) Books	12.00
Kankakee Valley Post-News	(3.31) Classified Ad-Ck. #356	3.50
Kankakee Valley Post-News	(3.31) Budget Advertisement	55.98
Lafayette Journal & Courier	(4.52) Newspaper Sub-Rensselaer	78.00
Long's Gifts	(4.40) Equipment	53.25
Luchene, Don	(3.96) Lawn Maint.-DeMotte	15.00
Maintenance Engineering, Ltd.	(2.21) Janitorial Sup.	281.73
Marshall Cavendish Corp.	(4.51) Books	395.90
Monroe	(2.41) Copy Paper	176.38
National Geographic Society	(4.51) Book	8.70
NIALSA	(3.24) Prof. Mtg.	12.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up (DeMotte)	9.00
Political Research, Inc.	(4.51) Books	225.00
Quill Corporation	(4.40) Equipment-\$2.79;	27.22
	(2.13) Office Sup.-\$24.43	
Reading Enrichment Co., Inc.	(4.53) Cassettes	553.23
Remarkable Products, Inc.	(4.40) Equipment	36.85
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Readmore	(4.52) Newspapers	78.30
Rensselaer Republican	(3.31) Classified Ad-Ck. #357	12.60
Rensselaer Republican	(3.31) Budget Advertisement	55.98

Bills To Be Allowed (continued).....September 12, 1983

Salyers, Catherine A.	PETTY CASH - DEMOTTE:	28.93
	(4.40) Equipment-\$7.39;	
	(3.22) Postage-3.90;	
	(2.21) Janitorial Sup.-\$4.88;	
	(2.22) Fuel (Mower)-\$1.00;	
	(3.61) Repairs & Maint.-\$11.76	
Salyers, Catherine A.	PETTY CASH - WHEATFIELD:	26.32
	(2.21) Janitorial Sup.-\$21.32;	
	(3.22) Postage-\$5.00	
Salyers, Catherine A.	(3.23) Mileage	63.60
Scholastic Book Services	(4.51) Books	35.65
Tom's Supermarket	(2.21) Janitorial Sup.	8.87
Treasurer General, NSDAR	(4.51) Books - Ck. #268	4.00
U.S. Genealogical Survey	(4.51) Books/Maps	24.75
Victor hotho & Co.	(4.53) Records	75.69
World Bible Society	(4.53) Cassettes	56.85
Yoder, Ethel	(3.23) Mileage	23.20
	TOTAL [B]	\$10,642.32
	TOTAL [A] & [B]	<u>\$11,803.20</u>

MEETING ROOM POLICY

Jasper County Public Library Board Policy states:

The Rensselaer, DeMotte, and Wheatfield libraries are available for meetings of civic, cultural, or educational nature, but library activities take precedence over other meetings.

Use of the library facilities bears with it the responsibility of showing proper care of and concern for the condition of the ground, furniture, equipment and other property. Use should be confined to the immediate activity for which the facilities were requested and the facilities should be restored to their original condition following use. Failure to assume this responsibility and to observe library rules will result in discontinued privileges.

There is no charge for single meetings or programs; however, groups wishing to hold regular meetings must obtain permission from the Board of Trustees and may be charged a fee. ALL MEETINGS MUST BE CLEARED WITH THE DIRECTOR OR BRANCH MANAGERS.

The fact that a group is permitted to meet at the Jasper County Public Library does not in any way constitute an endorsement of the group's policies or beliefs, and any misrepresentation of this fact will result in the loss of library use privileges for the offending group.

In the case of any questions concerning the use of the libraries, the Board of Trustees reserves the right to make a final decision.

Rules & Regulations

...Items are not to be removed from the floors, walls or other parts of the meeting area without permission of the branch head.

...Any group using the library facilities is responsible for the actions of all persons who attend their functions.

...Any group meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

...At the DeMotte Library parking is not permitted in the fire lane or in the lot south of the building.

Storage of Group Supplies

The library is not responsible for items left in the building between meetings. Groups are not to leave items in the building since the library's storage facilities are not adequate to hold supplies for all groups. Kitchen cabinets may not be used to store a group's materials except in one instance where special arrangements were made.

Kitchen

Any group using the kitchen is to leave it clean. The library does not furnish dishes, cooking utensils, soap, dish towels, etc. If such items are needed, the group must bring its own.

No group or its members are to use anything found in cupboards or drawers without permission of the branch head.

Responsibilities of the Library

The library will see that a reasonably clean and healthy place is provided for groups holding meetings.

Securing Entrance to the Building

Groups meeting in the library when the library is closed to the public must obtain the key from the library staff before closing time on the day they wish to use the library.

After they relock the doors at their meeting's end, the key must be deposited in the book drop box outside the front door of the library.

Revoking of Meeting Room Privileges

The library reserves the right to revoke meeting room privileges for any group if it feels that the group has not met the conditions stated in this policy.

Meeting Room Fee

Until further notice, no fee is charged for use of the meeting room but donations to the library's gift fund are accepted with pleasure!

MEETING ROOM AGREEMENT

I have read this agreement and understand the policies and rules and regulations detailed therein. I further understand that a group's privilege to use the library may be suspended if the group does not adhere to the rules and regulations.

Signed _____

Representative For _____

I have given this agreement to the above named group. I accept responsibility for meeting the library's obligations as detailed therein.

Signed _____

Title _____

Library _____

Dated: _____

OCTOBER

AGENDA.....OCTOBER 10, 1983

1. Minutes
2. Bills To Be Allowed/Financial Report
 - 2.1 Policy on payment of bills
3. Director's Report
 - 3.1 Rick Commigore (collection agent)
 - 3.2 Circulation report
 - 3.3 Budget Hearing
4. Rensselaer Business
 - 4.1 Shelving
 - 4.2 Chairs
 - 4.3 Other equipment
5. Wheatfield Business
6. DeMotte Business
7. Other Business

MINUTES.....SEPTEMBER 12, 1983

The meeting of the Board of Trustees of the Jasper County Public Library was held on September 12, 1983. Those present were Frank Wright, President; Mary Linda Casey, Vice President; Barbara Gribble, Secretary; and members Joan Ostler, Marion Lawyer, and Wilbur Doty.

The President called the meeting to order at 7:15 p.m. Upon motion by Barbara Gribble and seconded by Joan Ostler, the Trustees unanimously approved the minutes of the August 8th Special Budget Adoption meeting.

Upon motion by Joan Ostler and seconded by Wilbur Doty, the Trustees unanimously approved the minutes of the meeting of August 15, 1983.

The President then submitted the Bills To Be Allowed. Upon motion by Barbara Gribble and seconded by Wilbur Doty, the Trustees unanimously approved the bills as presented.

A discussion concerning the payment to A.A Builders of DeMotte in the amount of \$4,600 followed. President Wright asked that the Director confirm that this payment was in accordance with the terms of the contract.

The Trustees then reviewed the financial report and circulation report. It was favorably noted that the DeMotte branch had a significant increase in circulation.

Rensselaer Business:

President Wright then introduced a discussion concerning the problem with the drain tile in the children's portion of the library. It was unanimously agreed that the responsibility for this repair project be delegated to the Director.

President Wright then reported that Golam Kibreah had been hired as Children's Librarian, and also Mary Martin had been hired to complete the updating of the card catalog at Rensselaer Library.

Following a discussion concerning shelving for the children's room remodeling project, it was agreed that the Remodeling Committee would meet with C. Salyers, Director, and report their recommendations. However, it was a general consensus expressed by the Trustees that the new shelving should match the paneling and existing shelving, and the committee unanimously rejected the sample presented by the Gaylord Company.

The President advised that additional funds are needed to complete the cost of the children's loft. He advised that the Director had suggested the funds might come from the Gift Fund. After a discussion by the Trustees, the President requested that the Director report as to the sum allocated to the current Rensselaer Library Improvement Project and further requested a breakdown of allocations of gift monies. It was noted that the Board favors taking the balance of the children's loft cost from the Library Improvement Reserve Fund (LIRF) rather than the Gift Fund unless the Director feels otherwise.

A discussion was then had concerning chairs and equipment for the new meeting room at Rensselaer. After reviewing various brochures, the Trustees decided to defer a decision until a later meeting when the Director could be present.

DeMotte Business:

The President advised that Charlotte Fagen had been hired to replace Terri Weeks who had recently resigned as Technical Services/Librarian Asst.

Wheatfield Business:

Trustee Marion Lawyer reported on alternative building sites for the Wheatfield library. She advised that she had inquired into the property next to the State Bank. The bank advised that they wished to keep the lot for future expansion. She also contacted the owners of the property on the other side of the bank who are unwilling to sell or enter into any trade agreement with the bank. She noted that a site owned by Dobson Builders, and currently on the market, is too low for building as it floods every Spring. She contacted another out-of-state lot owner concerning a possible lot, but was advised it is not for sale.

Also concerning the Wheatfield Library Site project, Joan Ostler reported that in a recent conversation she was advised by a Kankakee Valley School Board Member that they had dropped the idea of transferring or selling land to the library for this project. Marion Lawyer reported that a local resident had advised that a tile runs along the street of the school on the site desired for the Wheatfield library and should be available for use. Following these discussions, it was determined that President Wright, Wilbur Doty, and Cathy Salyers would again contact the Kankakee Valley School Board to see if a gift or purchase of the land owned by the school could be obtained.

It was decided by consensus that Miriam Lawyer and Director Salyers would meet to discuss possible items to be sold at the auction by the library.

Mary Linda Casey moved that the Meeting Room Policy be changed to read: All meetings must be cleared with the Director or Branch Managers. Barbara Gribble seconded and the board unanimously approved.

Miriam Lawyer moved to adjourn the meeting and Wilbur Doty seconded. The meeting adjourned at 8:35 p.m.

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING Sept. 30 19 83

	<u>19 82</u>	<u>19 83</u>
Monthly Circulation	<u>11,716</u>	<u>10,524</u>
Daily Average	<u>488</u>	<u>420</u>
January to Date		
Total Circulation	<u>110,666</u>	<u>133,654</u>
	(up 22.7%)	

Rensselaer	<u>153</u>	/day
DeMotte	<u>118</u>	/day
Wheatfield	<u>171</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	37			653	24		14	551	6			186
Non-Fiction	44			787	15		3	487	10			307
Paperbacks	42j 22			943	26			492				2,218
CHILDREN'S BOOKS:												
Fiction	111			973	32		1	1,024	2			552
Non-Fiction	59			129	20			183				228
FILMSTRIPS												
MAGAZINES:												
Adult				206				163				158
Children				2								
MAPS, PICTURES, PHOTOS, PRINTS												1
MICROFILM												
PAMPHLETS	60			53				11				7
SOUND RECORDINGS	12			75				28	1			107
TOTALS	387			3,821	117		18	2,939	19			3,764

up 2.8%

up 50%

down 37.7%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

September 19 83

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	filled 29 for DeMotte 66	filled 1 for Rens. 64	filled 1 for Rens. 3
b. Received	39	50	2
c. Outstanding	27	14	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	36R 29C	51	10
b. Total Registered	7,562		
3. REFERENCE QUESTIONS			
a. Telephone	55	134	57
b. In Person	70	103	64
4. LOCAL HISTORY-GENEALOGY			
a. In person	21		
b. Microfilms Used			
c. Research by Mail			
d. Oral Histories			

OPERATING FUND

BILLS TO BE ALLOWED.....OCTOBER 10, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 517.95
NIPSCO	(3.51) DeMotte	329.50
NIPSCO	(3.51) Wheatfield	
Northwestern Ind. Telephone Co.	(3.21) DeMotte	42.01
United Telephone Co.	(3.21) Rensselaer	164.12
United Telephone Co.	(3.21) Wheatfield	28.74
	<u>TOTAL [A]</u>	<u>\$1,082.32</u>

Claims Allowed

AA Builders	LIRF - Children's Rm. Remodeling- Ck. #471	7,425.95
AA Builders	LIRF - Children's Rm. Remodeling	2,000.00
A.E. Boyce Co., Inc.	(2.13) Office Supplies	22.13
Baker & Taylor	(4.51) Books	1,796.93
Becker, Margie	(3.23) Mileage	111.60
The Bookmark	(4.51) Books	6.50
Brodart, Inc.	(4.51) Books-\$151.01;	340.74
	(2.41) Library Sup.-\$110.86;	
	(2.13) Office Sup.-\$7.14;	
	GIFT FUND-DeM. -\$71.73	
Catalog Card Corp.	(4.51) Book Processing Sup.	33.85
Central State Sales	(2.13) Projector Bulb	15.27
Charles F. Ramp, Locksmith	(3.62) Repairs & Maint.-Equipment	15.00
Children's Choice Books	(4.51) Books	88.08
Columbia Library Subscription Serv.	(4.53) Record Subscription	295.00
Credit Bureau of Rensselaer	(4.52) Periodicals	25.00
Daugherty, Lynn	(3.23) Mileage-\$69.20;	188.94
	(3.24) Prof. Mtg.-\$113.94;	
	(4.51) Book-\$5.08	
Dept. of Natural Resources	(4.51) Books	14.28
Emery-Pratt Co.	(4.51) Books	592.02
Facts-On-File	(4.51) Books	340.00
Gale Research Co.	GIFT FUND-DeMotte FOL	135.00
Gaylord Bros. Inc.	(4.51) Book Processing Sup.	54.95
Heritage Office Products, Inc.	(4.40) Equipment-\$225.00;	249.16
	(2.13) Office Sup.-\$24.16	
Hook Drugs, Inc.	(2.31) Repairs & Maint. Supplies	1.88
Indiana Library Association	(3.24) Professional Meeting	106.00
Jacobsen's Inc.	(2.13) Office Sup.	24.40
Jasper Co. Farm Bureau Coop	(2.31) Repairs & Maint. Sup.	3.05
Kankakee Valley Post-News	(3.31) Classified Ad	5.50
Long's Gifts	(4.40) Towel Bar	12.75
Luchene, Don	(3.96) Lawn Maintenance-DeMotte	15.00
Macmillan Publishing Co.	(4.51) Books	142.50
Main Line Book Co.	(4.51) Books	247.36
Michie Co.	(4.51) Books	38.16
Monroe	(2.41) Library Sup.-Toner & Develop.	59.90
Mumford Library Book Sales, Inc.	(4.51) Books	84.87
NAVA	(4.51) Books	25.00
N.E.A. Educational Computer Serv.	(4.40) Equipment	163.35
NIALSA	(3.22) Postage	5.00
OASI Division-Public Retirement Fund	(1.20) Underpayment	5.36
Office Treasure Chest	(4.40) File Drawer	10.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up (DeMotte)	9.00

Bills To Be Allowed (continued).....October 10, 1983

Osterfeld, Emmy	(4.51) Books	5.20
Postmaster General	(3.22) Postage	100.00
Quality Paperback Book Club	(4.51) Books	32.96
Quill Corporation	(4.40) Binder-\$1.84;	26.74
	(2.13) Office Sup.-\$24.90	
Random House	(4.53) Records	45.79
Rensselaer Police Dept.	(3.96) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Classified Ad	9.35
Ribordy Drugs	(2.21) Janitorial Sup.-\$5.37;	11 94
	(2.13) Office Sup.-\$6.57	
Robinson Directories	(4.51) Books	285.00
Salyers, Catherine A.	(3.23) Mileage	31.20
Salyers, Catherine A.	PETTY CASH-DeMotte:	7.80
	(2.13) Office Sup.-\$7.05;	
	(2.31) Key-\$.75	
Sears, Roebuck & Co.	(4.40) Dehumidifier	219.99
Silver Burdett Co.	(4.51) Books	21.95
Strip Joint	(3.61) Repairs & Maintenance-Bldg.	17.50
U.S. Geological Survey	(4.51) Maps-Books	15.00
Victor hotho & Co.	(4.52) Records	<u>32.86</u>
	TOTAL [B]	\$15,582.76
	TOTAL [A] & [B]	<u><u>\$16,665.08</u></u>

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	September 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	13,500.00	5,000.00
2	Assistants	89,596.00	7,936.90	65,812.93	23,783.07
3	Janitors	6,240.00	298.27	3,051.50	3,188.50
4	FICA & Unemployment Comp.	10,260.00	664.97	7,189.20	3,070.80
5	Other Personal Services	2,000.00		57.13	1,942.87
6	Office Supplies	1,800.00	225.04	1,235.80	564.20
7	Operating Supplies +59.90	1,700.00	312.92	1,762.70	(-2.80)
8	Repair & Maintenance Supplies	550.00		305.86	244.14
9	Other Supplies	2,000.00	275.52	1,713.84	286.16
10	Professional Services	1,000.00		138.00	862.00
11	Comm. & Transportation	10,950.00	508.43	5,093.29	5,856.71
12	Printing & Advertising	600.00	111.96	245.40	354.60
13	Insurance & Bonds	5,000.00	150.00	2,871.65	2,128.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	947.75	6,696.85	3,798.15
15	Repairs & Maintenance	6,500.00	101.55	2,695.22	3,804.78
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.00
18	Main. Contracts, Petty Cash	2,000.00	34.00	1,162.55	837.45
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	114.23	2,289.86	5,710.14
21	Books +3115.56	40,000.00	3,349.38	33,950.79	9,164.77
22	Periodicals & Newspapers	3,000.00	161.55	1,298.61	1,701.39
23	Microforms & Audiovisuals	2,000.00	685.77	1,312.97	687.03
24	Fund Total	236,041.00	17,378.24	161,734.21	77,482.25
25					
26					
27	Ending August Balance	107,388.81			
28	Plus Deposits	1,197.58			
29	Minus Checks	17,378.24			
30	Ending Sept. Balance	91,208.15			
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					



Jasper County Public Library

September 1983

Rensselaer, Indiana 47978

Breakdown of All Funds Ending September 1983

Farmers and Merchants National Bank Checking Account	
Operating Balance	42,854.85
Rensselaer Gift Fund	4,575.71
DeMotte Gift Fund	644.34
Wheatfield Gift Fund	126.48
Bond Money	11,077.92
Res. for FIT Collected	4.80
Res. for FICA Collected	12.33
Res. for GIT Collected	3.50
Res. for Co. Collected	1.84
Total of Funds in Farmers and Merchants National Bank Checking Account	59,301.77
Farmers and Merchants National Bank Hi-Fi Account	16,906.38
Farmers and Merchants National Bank LIRF Money - Certificate of	
Deposit - No. #9007 @ 8.4% Interest - Matures Nov. 14th, 1983	15,000.00
Total of All Funds	91,208.15

NOVEMBER

The regular monthly meeting of the Jasper County Public Library was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Barbara Gribble, secretary, Will Doty, and Cathy Salyers, library director.

Frank Wright began the meeting by reading a letter from the Indiana State Library Certification Board regarding the certification of Cathy Salyers as a Librarian II by that board. The Library Board extended congratulations to Mrs. Salyers.

On a motion by Barbara Gribble, seconded by Wilbur Doty, the board approved the minutes of the September 12, 1983 meeting.

Mrs. Salyers presented a proposal for the payment of bills, since the library is no longer required by law to use claim forms. On a motion by Mary Linda Casey, seconded by Will Doty, the board approved the proposal as presented.

There was a discussion of the possible use of a collection agency to collect overdue materials and fines. Rick Comingore, a local collection agency representative, discussed his agency's proposal to charge \$5.00 per returned item and a percentage of fines collected. After a lengthy discussion, the board recommended that a collection agency may be utilized in case of chronic offenders to be determined by the library staff and after consultation with the board. They further stated that there should be adequate publicity to inform patrons that such an agency may be used by the library.

There was a discussion of the shelving for the Rensselaer Children's Room. The board by consensus directed the remodeling committee to make final approval of the specifications for the shelving.

On a motion by Mary Linda Casey, seconded by Barbara Gribble, the board directed the librarian to use the LIRF Fund to pay for the \$775 balance for materials for the reading loft.

The board decided by consensus that the Rensselaer Gift Fund be used to purchase tables and chairs for the meeting room. A plaque is to be purchased listing the names of all donors.

Mrs. Salyers was directed by the board to hold a fine-free week from November 14-19, 1983.

The board directed Mrs. Salyers to report on monthly overdues with the circulation statistics.

Mrs. Salyers reported that as of November 1, 1983, NIALSA will no longer pay for the return of Interlibrary Loan materials. Library patrons will now be responsible for paying for return postage.

The meeting adjourned at 8:20 p.m.

AGENDA.....NOVEMBER 14, 1983

1. Minutes

2. Financial Statement/Bills

2.1 Auditor's Visit

3. Director's Report

3.1 Budget

3.2 1984 Hearing

3.3 Circulation Report

4. Wheatfield Business

5. DeMotte Business

6. Rensselaer Business

7. Nomination Committee

8. Executive Session

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING Oct. 31 1983

	<u>19 82</u>	<u>19 83</u>		
Monthly Circulation	<u>12,691</u>	<u>11,099</u>	12.5% down	
Daily Average	<u>508</u>	<u>444</u>		Rensselaer <u>181</u> /day
				DeMotte <u>120</u> /day
January to Date			14.5% up	Wheatfield <u>179</u> /day
Total Circulation	<u>123,627</u>	<u>144,753</u>		

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	50		1	836	26			465	30			280
Non-Fiction	35			858	29		3	496	17			268
Paperbacks	5			614	51			540				1,832
CHILDREN'S BOOKS:												
Fiction	17			1,213	7		1	1,045				640
Paperbacks					28							
Non-Fiction	18			543	1			238	5			246
FILMSTRIPS				4								
MAGAZINES:												
Adult				273				164				178
Children				16								
MAPS, PICTURES, PHOTOS, PRINTS, Camera				1								14
MICROFILM												
PAMPHLETS	42		1	49				19				5
SOUND RECORDINGS	8			124				24				114
TOTALS	175		1	4,531	142		4	2,991	52			3,577

5.9% up

31.9% up

41.8% do

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

October 19⁸³

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests (filled 37 req. for DeM. & 4 for Wheat.)	43	64	3
b. Received	29	40	2
c. Outstanding	14	24	1
d. Films			
No. of Films	1		
No. of Viewers	69		
2. REGISTRATION			
a. Borrowers Added	39R 35C	75	33
b. Total Registered	7,699		
3. REFERENCE QUESTIONS			
a. Telephone	90	60	92
b. In Person	249	67	149
4. LOCAL HISTORY-GENEALOGY			
a. In person	16		
b. Microfilms Used	5		
c. Research by Mail	13		
d. Oral Histories	0		

1984 Holiday Schedule

January 2 Monday New Year's Day

February 20 Monday President's Day

May 28 Monday Memorial Day

July 4 Wednesday Independence Day

September 3 Monday Labor Day

November 22 Thursday Thanksgiving Day

December 24 Monday Christmas Eve

December 25 Tuesday Christmas Day

December 31 Monday New Year's Eve

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

November 14, 1983

The Jasper County Public Library hereby resolves to transfer the
follow funds within the major classification (4) Capital outlays.

Library Operating Fund	Amount Requested	Amount Appropriated
Books	\$2,000	\$2,000
Microforms & Audiovisual	2,000	2,000

Library Operating Fund	Amount Requested	Amount Reduced
Land	\$4,000	\$4,000

Miller D. Doty
Mary Guda Casey
Miriam Sawyer
Thelma Dwyer
Joan Ostler

[Signature]
Barbara Grebbel

JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

	DATE	OCTOBER 1983		Spent to Date	Ending Appropriation
		Beginning Appropriation	Spent this Month		
1	Librarian	18,500.00	1,500.00	15,000.00	3,500.00
2	Assistants	89,596.00	8,217.37	74,030.30	15,565.70
3	Janitors	6,240.00	261.41	3,312.91	2,927.09
4	FICA & Unemployment Comp.	10,260.00	1,326.91	8,516.11	1,743.89
5	Other Personal Services	2,000.00		57.13	1,942.87
6	Office Supplies	1,800.00	116.35	1,352.15	447.85
7	Operating Supplies +59.90	1,700.00	5.37	1,768.07	(-8.17)
8	Repair & Maintenance Supplies	550.00	45.72	351.58	198.42
9	Other Supplies	2,000.00	170.76	1,884.60	115.40
10	Professional Services	1,000.00		138.00	862.00
11	Comm. & Transportation	10,950.00	783.46	5,876.75	5,073.25
12	Printing & Advertising	600.00	14.85	260.25	339.75
13	Insurance & Bonds	5,000.00		2,871.65	2,128.35
14	Gas, Elec. & Water, Waste Serv.	10,495.00	847.45	7,544.30	2,950.70
15	Repairs & Maintenance	6,500.00	32.50	2,727.72	3,772.28
16	Dues & Interest	850.00		350.06	499.94
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.00
18	Main Contracts, Petty Cash	2,000.00	34.00	1,196.55	803.45
19	Land	4,000.00			4,000.00
20	Furniture & Equipment	8,000.00	632.93	2,922.79	5,077.21
21	Books +3115.56	40,000.00	3,988.72	37,939.51	5,176.05
22	Periodicals & Newspapers	3,000.00	57.86	1,356.47	1,643.53
23	Microforms & Audiovisuals	2,000.00	340.79	1,653.76	346.24
24	Fund Total	236,041.00	18,376.45	180,110.66	59,105.80
25		239,216.46			
26					
27					
28	Ending September Balance		91,208.15		
29	Plus Deposits		10,781.81		
30	Minus Checks		<u>38,342.08</u>		
31	Balance of All Funds		63,647.88		
32					
33					
34					
35					
36					
37					
38					
39					
40					

Jasper County Public Library
October 1983

	Initials	Date
Prepared By		
Approved By		

Breakdown of all Funds

Farmers and Merchants National Bank Checking Account

Operating Balance 25,634.26

Rensselaer Gift Fund 4,575.71

DeMotte Gift Fund 505.61

Wheatfield Gift Fund 126.48

Bond Money 11,077.92

Res. for FIT 4.80

Res. for FICA 12.33

Res. for GIT 3.50

Res. for CO 1.84

LIRF Money (-775.00)

Total Money in Checking Account 41,167.45

Farmers and Merchants National Bank Hi Fi Account 7,480.43

LIRF INVESTMENT

Farmers and Merchants National Bank Oper - Certificate
of Deposit - No. #9007 @ 8.4% Interest - Matures Nov. 14,
1983

15,000.00

Total of All Funds

63,647.88

4804 (84804) - Buff
8804 (88804) - Green

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

November 19 82

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. Provided to other libraries			
b. Received	36	31	0
c. No. of transactions	58	34	0
d. Films			
No. of films	40		
No. of viewers	604		
2. REGISTRATION			
a. Borrowers added	64R 73C	61	20
b. Total registered			
3. REFERENCE QUESTIONS			
a. Telephone	113		
b. In person	142		
30 People Visited Local History Room			
19 Microfilms			
7 Letters Received			

January-November

1982 - 134,801

1981 - 123,685

November 1982:

13,004 (520/day)

November 1981:

11,329 (453/day)

RENSSELAER

DEMOTTE

WHEATFIELD

	# added	# owned	# withdrawn	# circulated 197/day	# added	# owned	# withdrawn	# circulated 86/day	# added	# owned	# withdrawn	# circulated 237/day
ADULT BOOKS												
Fiction	30		1	832	55			437	18			638
Non-fiction	28			1,405	100			244	30			307
CHILDREN'S BOOKS												
Fiction	6		70	1,055				699				783
Non-fiction	52		73	409				165	2			229
PAMPHLETS	18			53				1				12
MAPS, PICTURES, PHOTOS, PRINTS												
MICROFILM												
FILMSTRIPS												
ADULT MAGAZINES				184				158				232
CHILDREN'S MAGAZINES				18								
SOUND RECORDINGS	9			113				39				214
MICROFILM												
PAPERBACKS			4	847				410				3520
TOTALS	143		148	4,916	155			2,153	50			5,931

OPERATING FUND

BILLS TO BE ALLOWED.....NOVEMBER 14, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	312.34
NIPSCO	(3.51) DeMotte	194.39
NIPSCO	(3.51) Wheatfield	138.61
Northwestern Ind. Telephone Co.	(3.21) DeMotte	49.62
United Telephone Co.	(3.21) Rensselaer	178.76
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 903.56

Claims Allowed

A.E. Boyce Co., Inc.	(2.11) Official Records	51.03
Arnold, Chuck	(3.62) Repairs & Maint.-Bldg.	200.00
Baker & Taylor	(4.51) Books	1,882.60
Becker, Margie	(3.23) Mileage	99.20
B&M Sales & Service	(3.62) Fire Extinguisher Insp.-\$16.88;	89.88
	(4.40) Fire Extinguishers-\$48.00	
	(3.11) Demo of Fire Equipment-\$25.00	
Brodart, Inc.	(4.51) Books	38.73
Children's Press	(4.51) Books	10.60
Daugherty, Lynn	(4.51) Books-\$14.12;	54.72
	(3.23) Mileage-\$40.60	
Demco, Inc.	(4.51) Book Processing Sup.	165.27
DeMotte, I.G.A.	(4.52) Newspapers-\$18.39;	51.16
	(2.21) Janitorial Sup.-\$32.77	
Eastern Indiana ALSA	(3.24) Prof. Mtg.-Ck. #569	7.00
Emery-Pratt Co.	(4.51) Books	192.19
Fagen, Charlotte	(3.23) Mileage	3.20
Gene's Wall & Floor Covering	LIRF - Carpet for Loft -Ck. #568	111.32
Grolier Educational Corp.	(4.51) Books	635.00
Harvey's	(2.13) Office Supplies	3.09
Heritage Office Products, Inc.	(2.13) Office Supplies	30.98
Hoover House Furniture & Carpet	(4.40) Carpet Protectors	35.04
H.W. Wilson Co.	(4.51) Books	143.00
Jasper Co. Farm Bureau Co-op	(3.61) Window Repairs	62.32
Kibreah, Golam	(3.23) Mileage	84.40
Kooy, Diana	(4.40) Fluorescent Light Fixtures	70.07
K-V Electric	(3.62) Repairs & Maint.	72.35
Mitchell Manuals	(4.51) Books	110.00
Monroe	(3.61) Drum Replacement-\$194.70;	219.70
	(2.41) Toner-\$25.00	
New York Public Library	(4.51) Book-Ck. #562	7.00
NIALSA	(3.22) Postage for films	15.00
Ooms Bros. Disposal Service	(3.95) DeMotte Trash Pick-up	9.00
Peerless-Superior Cleaners	(3.62) Drapery Cleaning-Ck. #566	24.77
Quill Corporation	(2.13) Office Supplies-\$18.52;	23.59
	(4.40) Letter Trays-\$5.07	
RECI	(4.53) Cassettes	32.85
Rensselaer Lumber Co.	LIRF - Materials for Loft-Ck. #567	663.68
Rensselaer Lumber Co.	(4.40) Equipment	13.35
Rensselaer Police Dept.	(3.96) Security Alarm Service	10.00
Ribordy Drugs	(2.13) Film Packs	24.18
R.W. Pool Co., Inc.	(2.21) Janitorial Supplies	34.47
Salyers, Catherine A.	(3.23) Mileage	38.40

Bills To Be Allowed (continued).....November 14, 1983

Salyers, Catherine A.	PETTY CASH: DeMotte	11.66
	(3.22) Postage-\$1.30;	
	(2.21) Janitorial Sup.-\$6.11;	
	(2.13) Office Sup.-\$4.25	
Salyers, Catherine A.	PETTY CASH: Rensselaer	27.34
	(3.22) Postage-\$20.99;	
	(2.21) Janitorial Sup.-\$4.85;	
	(2.13) Office Sup.-\$1.50	
Schultz Family Store	(2.13) Office Supplies-\$6.17;	26.84
	(4.40) Coffee Maker-\$20.67	
Stan Wanner & Associates	(4.51) Books	609.95
Tom's Supermarket	(2.13) Office Sup.-\$.66;	20.76
	(2.21) Janitorial Sup.-\$20.10	
Yoder, Ethel	(3.23) Mileage	<u>51.60</u>
	TOTAL [B]	\$6,067.29
	TOTAL [A] & [B]	<u><u>\$6,970.85</u></u>

DECEMBER

AGENDADecember 12, 1983

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 1984 Plans
4. Election of Officers
5. Wheatfield Business
6. Rensselaer Business
7. DeMotte Business
8. Other Business

The regular monthly meeting of the Jasper County Public Library was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were Frank Wright. president. Mary Linda Casey. vice-president. Barbara Gribble. secretary. Joan Ostler. Jack Nesbitt, Wilbur Doty. Miriam Lawyer. trustees. and Cathy Salyers, library director.

The minutes were presented and amended to read that the board recommended that a collection agency may be utilized . . . On a motion by Miriam Lawyer. seconded by Wilbur Doty, the minutes were approved as amended.

On a motion by Barbara Gribble, seconded by Wilbur Doty, the bills were approved as presented.

On a motion by Miriam Lawyer. seconded by Barbara Gribble, the board passed a resolution to transfer \$4,000 from land to \$2,000 for books and \$2,000 for audio-visual.

Cathy Salyers reported that the State Board of Accounts had completed their audit of the library's financial records, and that a final written report would be sent later. The board briefly discussed establishing a policy and committee for an auditing process.

Mrs. Salyers reported that following the budget hearing in October, the hearing officers raised the 1984 levy by approximately \$11,000.

On a motion by Jack Nesbitt. seconded by Wilbur Doty. the board approved the following 1984 holiday schedule. Jan. 2. Feb. 20. May 28. July 4. Sept. 3. Nov. 22, Dec. 24. Dec. 25. and Dec. 31.

Mrs. Salyers reported that as of Nov. 11 all three libraries had a yearly total of 417 overdue items. Circulation for the month of November was down slightly from last year. Wheatfield circulation dropped while DeMotte and Rensselaer circulation increased.

Mrs. Salyers reported that the video cassette recorder was to be delivered sometime in the next few weeks. The board by consensus decided that the VCR would remain in the library while the staff learn to use it and until a policy could be established on its use by the public.

Wheatfield Business C. Salyers presented a report concerning the building program for Wheatfield. After a lengthy discussion, the board established that the building would be approximately 4,000-4,500 square feet with a collection capacity of about 15,000 volumes. The board further decided to pursue obtaining the land surrounding and including the present library building from the K-V school system. The board would offer to a written agreement for use of parking facilities by the school system. Frank Wright Miriam Lawyer. and Cathy Salyers will meet with the representatives from the school board to discuss the matter.

Rensselaer Business The board directed Mrs. Salyers to investigate the installation of a panic bar on the doors of the Rensselaer Library. Mrs. Salyers reported that the tables and chairs for the meeting room had been ordered.

Frank Wright appointed the following trustees to the nominating committee for the election of officers for 1984: Miriam Lawyer, Joan Ostler, and Barbara Gribble. The committee will present a slate of officers at the December meeting.

At 8:15 p.m. the board entered executive session to discuss personnel evaluations.

The meeting adjourned at 9:03 p.m.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

NOVEMBER

19⁸³

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	44	45	1
b. Received	34	33	1
c. Outstanding	10	12	0
d. Films			
No. of Films	5		
No. of Viewers	220		
2. REGISTRATION			
a. Borrowers Added	52R 42C	16	27
b. Total Registered	7812		
3. REFERENCE QUESTIONS			
a. Telephone	83	231	61
b. In Person	300	136	59
4. LOCAL HISTORY-GENEALOGY			
a. In person	24		
b. Microfilms Used	7		
c. Research by Mail	10		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING November 30. 1983

	<u>19<u>82</u></u>	<u>19<u>83</u></u>
Monthly Circulation	<u>13,004</u>	<u>10,881</u>
Daily Average	<u>520</u>	<u>434</u>
January to Date		
Total Circulation	<u>136,636</u>	<u>155,634</u> up 14%

Rensselaer	<u>206</u>	/day
DeMotte	<u>109</u>	/day
Wheatfield	<u>142</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	24			815	11		3	506	13			278
Non-Fiction	108			1260	49		2	451	10			236
Paperbacks	2			639			1	519				1471
CHILDREN'S BOOKS:												
Fiction	18			1306	6		9	755	4			533
Non-Fiction	48			571	9		44	188	16			188
FILMSTRIPS												
MAGAZINES:												
Adult				267				216				166
Children				12								
MAPS, PICTURES, PHOTOS, PRINTS				3								14
MICROFILM												
PAMPHLETS	39			81				45				
SOUND RECORDINGS	4			208			2	47				86
TOTALS	243			5162	75 + 10 85		61	2727	43			2992

up 5%

up 26.6%

down 49%

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

		1	2	3	4	
		Date November 1983				
		Beginning	Spent this	Spent to	Ending	
		Appropriation	Month	Date	Appropriation	
1	Librarian	18,500.00	1,500.00	16,500.00	2,000.00	1
2	Assistants	89,596.00	8,219.98	82,250.28	7,345.72	2
3	Janitors	6,240.00	325.28	3,638.19	2,601.81	3
4	FICA & Unemployment Comp.	10,260.00	673.04	9,189.15	1,070.85	4
5	Other Personal Services	2,000.00	25.00	82.13	1,917.87	5
6	Office Supplies	1,800.00	140.38	1,492.53	307.47	6
7	Operating Supplies	1,759.90	98.30	1,866.37	(-106.47)	7
8	Repair & Maintenance Supplies	550.00		351.58	198.42	8
9	Other Supplies	2,000.00	25.00	1,909.60	90.40	9
10	Professional Services	1,000.00		138.00	862.00	10
11	Comm. & Transportation	10,950.00	612.91	6,489.66	4,460.34	11
12	Printing & Advertising	600.00		260.25	339.75	12
13	Insurance & Bonds	5,000.00		2,871.65	2,128.35	13
14	Gas, Elec. & Water, Waste Serv.	10,495.00	662.22	8,206.52	2,288.48	14
15	Repairs & Maintenance	6,500.00	334.67	3,062.39	3,437.61	15
16	Dues & Interest	850.00		350.06	499.94	16
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.00	17
18	Main Contracts, Petty Cash	2,000.00	19.00	1,215.55	784.45	18
19	Land	.00			.00	19
20	Furniture & Equipment	8,000.00	386.90	3,309.69	4,690.31	20
21	Books	45,115.56	907.46	38,846.97	6,268.59	21
22	Periodicals & Newspapers	3,000.00	18.39	1,374.86	1,625.14	22
23	Microforms & Audiovisuals	4,000.00	32.85	1,686.61	2,313.39	23
24		239,216.46	13,981.38	194,092.04	45,124.42	24
25						25
26						26
27	Ending Balance of October	63,647.88				27
28	Minus Checks written	32,831.73				28
29	Plus Deposits	50,304.89				29
30	Ending November Balance	81,121.04				30
31						31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

Jasper County Public Library

Rensselaer, Indiana 47978

November 1983

Breakdown of All Funds

Farmers and Merchants National Bank Checking Account

Operating Balance in checking account 60,813.05

Rensselaer Gift Fund in checking account 1,621.71

DeMotte Gift Fund in checking account 734.84

Wheatfield Gift Fund in checking account 126.48

Bond Money in checking account 11,077.92

LIRF Money in checking account (120.75)

Total Money in Farmers and Merchants National Bank Checking Account 74,253.25

Farmers and Merchants National Bank Hi Fi Account

6,867.79

Total of All Funds

81,121.04

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

December 12, 1983

The Jasper County Public Library Board hereby resolves to transfer the following funds within two major classifications for the following amounts:

Library Operating Fund	Amount Requested	Amount Appropriated
Operating Supplies	\$106.47	\$106.47
Other Supplies	41.23	41.23

Library Operating Fund	Amount Requested	Amount Reduced
Repairs & Maintenance Supplies	147.70	147.70

Library Operating Fund	Amount Requested	Amount Appropriated
Furniture & equipment	\$206.65	\$206.65

Library Operating Fund	Amount Requested	Amount Reduced
Periodicals & newspapers	206.65	206.65

Miriam Sawyer

Joan Costello

Mary Linda Carey

Barbara Grubbs

Wilbur D. Doty

OPERATING FUND

BILLS TO BE ALLOWED.....December 12, 1983

Utilities

City of Rensselaer	(3.51) Rensselaer	342.60
NIPSCO	(3.51) DeMotte	231.66
NIPSCO	(3.51) Wheatfield	89.93
Northwestern Telephone Co.	(3.21) DeMotte	55.88
United Telephone Co.	(3.21) Rensselaer	149.21
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	869.28

Claims Allowed

A.E. Boyce	(2.11) Official Records	17.37
A.M. Best	(4.51) Books	49.59
American Security of		
Agricultural Engineers	(4.51) Books	73.70
Baker & Taylor	(4.51) Books	616.63
Becker, Margie	(3.23) Mileage	111.60
Brodart	(4.51) Books	535.93
Children's Press	(4.51) Books	571.18
Daugherty, Lynn	(3.23) Mileage	32.00
Demco	(4.51) Books-28.20	
	(4.40) Furniture-482.04	510.24
Franklin Watts	(4.51) Books	146.27
Heritage Office Products	(2.10) Office supplies-13.50	
	(4.40) Furniture-467.97	481.47
ILA/ILTA	(3.91) Dues	189.00
Mike Ewen Body Shop	(3.61) Repair to shelving	75.00
Ooms Brothers	(3.95) DeMotte trash pick-up	7.00
Quill	(2.41) Library supplies	131.63
Postmaster	(3.21) Postage	300.00
Rensselaer Police Dept.	(3.96) Security alarm	10.00
Rensselaer Republican	(3.31) Newspaper ads	18.65
Ribordy's	(2.13) Office supplies	15.79
Salyers, Catherine	(3.23) Mileage	10.40
Salyers, Catherine	PETTY CASH	
	(3.21) Postage	24.45
Salyers Construction	LIRF-Exhaust fan - materials	120.75
	Labor	199.75
SportsNow	(4.52) Periodicals	6.97
Stan Wanner	(4.51) Books	141.14
Victor Hotho & Co.	(4.53) Audio-visual	479.21
Video Movie Center	(4.40) Equipment	4.036.85
(Multi-Media Products)		
	TOTAL [B]	8.912.57

